CHILD CARE AND EARLY EDUCATION
COVID-19 HEALTH AND SAFETY PLAN
EUGENE WALDORF SCHOOL

Each child care facility is required to create a written COVID-19 Health and Safety Plan to ensure safe operations and help reduce the transmission of COVID-19. The Eugene Waldorf School Early Childhood Program began the 2020-21 school year on September 21, 2020. School staff completed COVID-19 Health and Safety Training prior to the first day of school.

How will you share your completed plan and any updates with families?

- Newsletter
- Case management software
- Mass email
- Virtual parent meeting (group)
- Virtual parent meetings (individual)
- Other

If “Other,” please explain: School website

Name and title of staff person responsible for overall implementation:
Nicole Morrison, Child Care Director/Administrative Assistant/Health Aid

Best way to contact this person:
541-683-6951 ext. 101 or Nicole.Morrison@EugeneWaldorf.org

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: Nicole Morrison & Administrative Staff

1.1 Require parents or caregivers to drop off or pick up children from program staff outside of the facility.

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.
| 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:**

Drop-off for kindergarten students will occur after a satisfactory health screen outside of the Gardenside building. Kindergarten students are picked up in the grassy field near the garden. Preschool students are dropped off at the garden gate after they pass their health screen and are picked up at the same location. Parents were notified by email that face coverings are required for adults and physical distancing must be maintained during drop-off and pick-up.

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

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

All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

| 1.4 | Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter.  
*If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance. Keep hand sanitizer out of children’s reach and supervise use.  
See Section 8 for detailed handwashing guidance and planning.* |

**Plan to meet this requirement:**

Hand sanitizer is available at each school building entrance. All students and staff are encouraged to wash their hands or use hand sanitizer upon entering the school building. The hand sanitizer provided has the appropriate level of alcohol. Hand sanitizer is kept out of the reach of children and use is supervised by teachers.

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

**What information will you share with families about this part of your plan?**
All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

| 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:**

The staff person completing the cohort log for drop-off and pick-up will be the only person touching the writing utensil. If a writing utensil is used by a parent, it will be sanitized by the staff person on duty.

Training needed?  🚧 No  ☐ Yes  

*(Note in Section 13. Professional Development)*

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

This information was not shared with families because it is an internal procedure. All staff were made aware of this procedure.

---

**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: Nicole Morrison & Administrative Staff

| 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.


2.4 Staff members may self-screen and attest to their own health on a daily basis.

Plan to meet these requirements:

Daily health checks are completed for children, staff, and anyone else entering the school. Temperatures are taken with an infrared forehead thermometer and parents answer the designated health questions for their child. Staff members are self-screening and taking their own temperature. Any person entering the building must check-in at the school office and pass a health check. Anyone with a temperature over 100.4 F is excluded. Anyone who answers yes to any of the health questions is excluded.

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

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

All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

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:

Daily health checks are documented on class cohort logs or the log at the school office. Privacy is maintained by recording pass or fail only.

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

What information will you share with families about this part of your plan?
All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

| 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 completing health screens are referring to the OCC Exclusion Chart. All students and staff are wearing appropriate face coverings and PPE when needed. Students and staff wear cloth face masks or face shields. KN95 masks are available for students and staff in both isolation rooms and at the school office. Information about appropriate face coverings was shared by email with families. All staff have been trained on PPE guidelines.

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

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

All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

---

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: Nicole Morrison & Administrative Staff

| 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.  
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.

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:

Daily cohort logs are kept for each stable group and include all the required information. These logs will be kept in the school office for contact tracing purposes and retained for 2 years.

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

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

This information was already shared with families in the Operational Blueprint for Re-entry.

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: Nicole Morrison & Early Childhood Staff

<p>| 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. |</p>
<table>
<thead>
<tr>
<th>4.3</th>
<th>Provide information related to the facility and COVID-19 to families in a manner that they can understand.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>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.</td>
</tr>
<tr>
<td>4.5</td>
<td>Conduct any visits to the home for services or other programmatic reasons virtually.</td>
</tr>
</tbody>
</table>
| 4.6 | 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:  
  o following physical distancing requirements with staff and children not in their household;  
  o use of face shields or face coverings;  
  o use of outdoor space if appropriate and available;  
  o engagement with only one family unit and any other necessary individuals, such as translators, at a time; and  
  o pre-scheduling (when possible). |

**Plan to meet these requirements:**

Families were informed of the requirements for operating during COVID-19 and drop-off/pick-up procedures through our Operational Blueprint for Re-entry, our Back-to-School packet, and our Communicable Disease Management Plan. Parent-teacher conferences and parent evenings are being conducted via Zoom. Health and safety protocols are being followed for anyone who cannot meet virtually or by telephone.

<table>
<thead>
<tr>
<th>Training needed?</th>
<th>☒ No ☐ Yes (Note in Section 13. Professional Development)</th>
</tr>
</thead>
</table>

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

All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

<table>
<thead>
<tr>
<th>4.7</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

Plan to meet these requirements:

Family members who have a concern for the health and safety of their child, may enter the facility after they have passed a health check. Breastfeeding parents, or those whose children have special feeding needs, can use the isolation room in the Gardenside building. Administrative staff will be responsible for notifying the cleaning staff regarding additional cleaning and sanitizing. Prospective families are allowed to visit after school hours and they must adhere to all health and safety requirements while on campus. Only one family may visit at a time.

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

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

Most of this information was already shared with parents via teacher emails or the Early Childhood Parent Handbook. It will also be shared with parents in the Covid-19 Health and Safety Plan.

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: Nicole Morrison and Administrative Staff

5.1 Assign and keep children in stable groups with the same assigned adults. A new child may be added or moved to a different stable group if it is a permanent change.
| 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.  
   *Staff and children are not required to physically distance from adults or children within their stable group.* |
| 5.4 | 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:  
   - 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:**

Each class is a stable cohort and has assigned staff. Staff practices physical distancing from other adults and students outside of their stable cohort. Only assigned staff may be inside the classrooms.

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

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

All of this information was already shared with families in the Back-to-School Packet, the Operational Blueprint for Re-entry, and through emails from class teachers.

| 5.5 | When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area. |
| 5.6 | Recorded Programs may use a visual barrier to define the space used outside. |
COVID-19 Health and Safety Plan

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

Plan to meet these requirements:

Each class cohort has a separate play area outside. Stable groups are kept apart, and there is at least 75 square feet per child in the play area. Our facility does not serve more than 250 children. Staff-to-child ratios and maximum group sizes meet the requirements for our license.

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

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

All of this information will be shared with families in the Covid-19 Health and Safety Plan.

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: Nicole Morrison and Administrative Staff
### 6.1
**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.**
- 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:**

All adults entering the school building must wear a face covering, unless they have a documented reason for an exception by their doctor. Face coverings meet the CDC guidelines.

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

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

Information regarding required face coverings was shared with families by email, in the school’s Reopening Blueprint, and in the Communicable Disease Management Plan. There are also signs around campus stating that face coverings are required.

### 6.2
**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.**

### 6.3
**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.**

### 6.4
**Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:**
- 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.
### 6.5 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:

- 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.

*Children cannot be disciplined for the inability to safely wear a face shield or face covering.*

### Plan to meet these requirements:

All students age kindergarten and up are required to wear face coverings. Preschool students do not wear face coverings unless a parent/guardian requests it. Adults and students wear face coverings indoors and outside. Teachers supervise children who remove their face covering and help them to re-engage in wearing it. Children are never disciplined for being unable to wear their face covering.

### Training needed?

- [x] No
- [ ] Yes *(Note in Section 13. Professional Development)*

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

Information regarding face coverings was shared with families in the Operational Blueprint, the Communicable Disease Management Plan, and by email.

### 6.6 Allow children in grades Kindergarten and up to **not** wear a face shield or face covering, if they:

- 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.

### 6.7 Ensure children under two years of age **never** wear a face shield or face covering.

### 6.8 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.

- Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands.
**COVID-19 Health and Safety Plan**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.9</td>
<td>Require face coverings to be washed daily or a new face covering to be worn daily.</td>
</tr>
<tr>
<td></td>
<td>- After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others.</td>
</tr>
<tr>
<td></td>
<td>- For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.</td>
</tr>
<tr>
<td>6.10</td>
<td>A face shield must be wiped down with disinfectant at the end of the day after use.</td>
</tr>
</tbody>
</table>

**Plan to meet these requirements:**

School-age children will not be required to wear a face covering if they have a medical condition or disability that prevents them from doing so. Our school does not serve children under two years of age. Staff and students are required to wash hands anytime their face covering is touched. Face coverings are to be washed or disinfected daily or a new one worn.

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

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

All of this information has been shared with families by email, through our Communicable Disease Management Plan, and our Operational Blueprint.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.11</td>
<td>Require disposable face coverings or face shields to be worn only once.</td>
</tr>
<tr>
<td>6.12</td>
<td>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</td>
</tr>
<tr>
<td>6.13</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Plan to meet these requirements:**

Disposable face coverings are to be worn only once. Face coverings will be changed if the adult interacted with a sick student. Face shields are not being worn by any staff member completing the health check process.
### 6.14 Certified Centers and Recorded Programs only:

Require adults who engage in health and safety checks to wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the daily health checks. Require adults, such as floaters or early interventionists, interacting with multiple, stable groups to wear a clean, outer layer of clothing when moving to a new group.

#### Plan to meet this requirement:

Adults who perform health checks are wearing a clean outer layer of clothing. Currently, we do not have any adults who are interacting with multiple stable groups of children. If this occurs at some point, they will be required to wear a clean outer layer of clothing.

### 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:

This information will be shared with families in the Covid-19 Health and Safety Plan.
We do not serve infants at our school.

<table>
<thead>
<tr>
<th>Training needed?</th>
<th>☑ No</th>
<th>☐ Yes</th>
<th><em>(Note in Section 13. Professional Development)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>What information will you share with families about this part of your plan?</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 providing care to anyone with COVID-19 symptoms are required to maintain physical distancing, to wear a K95 mask, and to wear gloves. Staff must change clothing if soiled by bodily fluids.

<table>
<thead>
<tr>
<th>Training needed?</th>
<th>☑ No</th>
<th>☐ Yes</th>
<th><em>(Note in Section 13. Professional Development)</em></th>
</tr>
</thead>
</table>

**What information will you share with families about this part of your plan?**
This information was shared with families in the Operational Blueprint and the Communicable Disease Management Plan.

**6.17**  
Require clothing to be changed after being soiled by bodily fluids.

**Section 7. Requirements for Daily Activities**
**COVID-19 Health and Safety Plan**

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

Staff member(s) responsible: Nicole Morrison and Early Childhood Staff

| 7.1 | No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.  
|     | - 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:  
|     |   - 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 | 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. |

**Plan to meet this requirement:**

No field trips are taking place this school year. Teachers ensure that 36 inches between mats is maintained and children are arranged head-to-toe during rest time.

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

| 7.3 | 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. |

**Plan to meet this requirement:**

Materials and toys are not being shared between children as much as possible. If sharing occurs, children are washing their hands.

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

**What information will you share with families about this part of your plan?**
COVID-19 Health and Safety Plan

This information was shared in the Operational Blueprint and the Communicable Disease Management Plan.

| 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:

Classroom materials are being cleaned and sanitized between uses according to the COVID-19 cleaning guidelines. We have discontinued use of sandboxes and other shared materials for this school year.

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

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

Information regarding cleaning and sanitizing was shared with families in the Communicable Disease Management Plan and the Operational Blueprint.

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: Nicole Morrison and Administrative Staff

| 8.1 | Require staff and children to wash hands for at least 20 seconds (hand sanitizer |
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: Nicole Morrison and Early Childhood Staff
| 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:**

A teacher serves food to each student and then the food is covered or placed out of the reach of children. Meal times are closely supervised by teachers to prevent sharing or touching each other’s food.

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

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

This information was shared with families by email.

| 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:**

Breastfeeding parents or those whose children have special feeding needs will be allowed to enter the school for the purposes of feeding. They will be provided a private space where they do not come into contact with any of our stable class cohorts.

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

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

This information has not been shared with families so far, but will be shared in the Covid-19 Health and Safety Plan.

| 9.5 | Discontinue use of drinking fountains except for filling other containers such as water bottles. |
COVID-19 Health and Safety Plan

Plan to meet this requirement:

The drinking fountain has been disabled in the building that our Early Childhood program uses.

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

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

Families were notified about bringing a water bottle to school by email.

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: Nicole Morrison and Administrative Staff


Plan to meet these requirements:

The school’s cleaning procedures meet the recommendations in the “Health and Safety Guidelines for Child Care and Early Education Operating During Covid-19”. Most of the cleaning recommendations are being completed by our cleaning service, and some of the cleaning is being done by class teachers.

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

What information will you share with families about this part of your plan?
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: Nicole Morrison and Administrative Staff

<table>
<thead>
<tr>
<th>11.2</th>
<th>Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.3</td>
<td>Have a plan for a child with particular health needs.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>11.4</td>
<td>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.</td>
</tr>
<tr>
<td>11.7</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>• Alternatively to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616</td>
</tr>
<tr>
<td></td>
<td>• To locate your local public health authority, visit: <a href="https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx">https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx</a></td>
</tr>
<tr>
<td>11.8</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>• ERDC: <a href="mailto:dpu.providerreporting@dhssoha.state.or.us">dpu.providerreporting@dhssoha.state.or.us</a> or (800) 699-9074</td>
</tr>
<tr>
<td></td>
<td>• Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: <a href="mailto:Angela.Stinson@ode.state.or.us">Angela.Stinson@ode.state.or.us</a> or (971) 940-4198</td>
</tr>
</tbody>
</table>
### 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.

**Plan to meet these requirements:**

School staff is already working closely with the Lane County Health Department, the Early Learning Division, the Oregon Department of Education, and the Lane Education Service District to inform our processes and procedures for this school year. School staff will contact the appropriate agencies regarding any and all situations relating to COVID-19 and follow their guidance regarding exclusion, quarantine, closure, and communication with families. If an enrolled child has particular health needs, a care plan will be developed. The school will not discriminate against a child who may be more susceptible to contracting COVID-19.

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

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

This information was shared with families in the Operational Blueprint.

---

### 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:

| 12.1 – 12.16 | ★ Refer to Appendix for OCC Transportation Plan Template. |
COVID-19 Health and Safety Plan

Plan to meet these requirements:

Not applicable to our school; transportation is not provided.

<table>
<thead>
<tr>
<th>Training needed?</th>
<th>☑ No</th>
<th>☐ Yes (Note in Section 13. Professional Development)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What information will you share with families about this part of your plan?</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

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: Nicole Morrison and Administrative Staff

<table>
<thead>
<tr>
<th>13.1</th>
<th>Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.2</td>
<td>Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.</td>
</tr>
</tbody>
</table>

Plan to meet these requirements:

All school staff has first aid and CPR training every two years. Access to professional development is provided to all school staff. School staff participated in the following training over the summer months: Covid-19 Training; Communicable Disease Management Plan Training; Operational Blueprint for Re-Entry Training; Equity, Diversity, and Inclusion Training; Trauma Informed Practices in a School Setting.

<table>
<thead>
<tr>
<th>Training needed?</th>
<th>☑ No</th>
<th>☐ Yes (Note in Section 13. Professional Development)</th>
</tr>
</thead>
</table>
COVID-19 Health and Safety Plan

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

This information will be shared with families in the Covid-19 Health and Safety Plan.

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 reviewed the Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19. All new hires will be required to review these guidelines as well. Staff will be required to review any updates to the guidelines.

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

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

All of this information will be shared with families in the COVID-19 Health and Safety Plan.

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: Nicole Morrison

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:
COVID-19 Health and Safety Plan

Our Covid-19 Health and Safety Plan will be monitored throughout the year and updated as needed by Nicole Morrison. Revisions will be shared with all families and staff and posted on our parent board.

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

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

The entirety of this plan will be shared with families in the COVID-19 Health and Safety Plan.

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)


★ 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


★ Office of Child Care Exclusion Chart

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

★ Emergency Child Care Guidance Staff Orientation


★ Office of Child Care Transportation Plan Template

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