



## Creative Kidz LLC Multi-Site COVID-19 Plan Book

<p><b>Creative Kidz Preschool &amp; Daycare</b>          710 E Foothills Drive Suite B          Newberg, Oregon 97132          503.537.9500          Creativekidzpreschool.com          info@creativekidzpreschool.com</p>	<p><b>Creative Kidz Nursery</b>          207 N Meridian Street          Newberg, Oregon 97132          503.487.6935          Creativekidzpreschool.com          info@creativekidzpreschool.com</p>
<p>Non-Active Location</p>	<p><b>Creative Kidz Preschool &amp; Daycare</b>          14361 Southwest Pacific Highway          Tigard, Oregon 97224          503. 430.5106          Creativekidzpreschool.com          info@creativekidzpreschool.com</p>

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## 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: Adam Wilson, Christina Wilson, Danielle Lent, Mariah Kluser, Manal Gerlach, and Stephanie Kirwan. (any staff personnel helping with a Director oversight.)

1.1	<b>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</b>
1.2	<b>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</b>
1.3	<b>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</b>
<b>Plan to meet these requirements:</b>	
<p>To inform parents that they must wear a mask at drop-off/pick-up.</p> <p>Create tape markings on the front sidewalk (6 ft. apart) to show parents where to wait, to ensure social distancing.</p> <p>Talk with the children during circle time about the drop-off and pick-up rules- for example, parents cannot come inside anymore. Remind them they can still use the window to wave goodbye.</p>	
<b>What information will you share with families about this part of your plan?</b>	
<p>We will have a digital copy for parental viewing. Keep extra masks on hand for folks who need them. We have rules posted outside the facilities.</p>	
1.4	<p><b>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.</b></p> <p>→ <i>If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance. Keep hand sanitizer out of children’s reach and supervise use.</i></p> <p>→ <i>See Section 8 for detailed handwashing guidance and planning.</i></p>
<b>Plan to meet this requirement:</b>	

Hand sanitizer will be available at the entrance for all parties entering the building. It is required that everyone uses it upon entering.

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

Put out a jar of clean pens by the door every day. Make a “used pen” jar also. Remember to sanitize them at the end of the day. We will sign children in and out. – We are going to switch over to digital sign in soon, this will eliminate the need for pens.

## 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: Adam Wilson, Christina Wilson, Danielle Lent, Mariah Kluser, Manal Gerlach, and Stephanie Kirwan. (any staff personnel helping with a Director oversight.)

<b>2.1</b>	<b>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</b>
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→ See “Recordkeeping” section to document the health check.

<b>2.2</b>	<b>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.</b>
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<b>2.3</b>	<b>Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions.</b>
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★ [Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.](#)

<b>2.4</b>	<b>Staff members may self-screen and attest to their own health on a daily basis.</b>
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**Plan to meet these requirements:**

Temperature checks and sanitizing upon arrival for all persons entering the building. Record all temperatures on our COVID-19 attendance log. In addition, to asking the adult at drop off of known exposures.

**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:**

To record all daily health checks on our COVID-19 log provided by ELD.

**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:**

Wear a fresh apron upon entering classrooms. Use face shields or masks during all shifts. Wear gloves while preparing food, cleaning, or diapering Socially distance during drop off and pickups.

### Section 3. Requirements for Recordkeeping

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><b>Plan to meet these requirements:</b></p>	
<p>Fill out and Retain daily logs for a minimum of 2 years.</p>	

*(See p. 21 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)*

Staff member(s) responsible: Manal Gerlach, Mariah Kluser, and Stephanie Kirwan

### 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: Adam Wilson & Christina Wilson

4.1	<p>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.</p>
4.2	<p>Communicate requirements that families must follow, including drop-off and pick-up procedures.</p>

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"> <li>○ following physical distancing requirements with staff and children not in their household;</li> <li>○ use of face shields or face coverings;</li> <li>○ use of outdoor space if appropriate and available;</li> <li>○ engagement with only one family unit and any other necessary individuals, such as translators, at a time; and</li> <li>○ pre-scheduling (when possible).</li> </ul>

**Plan to meet these requirements:**

Require parents who must enter the facility to socially distance, wear a mask, sanitize, and temperature check. Do not allow parents who do not meet the requirements to enter the building.

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: Adam Wilson, Christina Wilson, Danielle Lent, Manal Gerlach, Mariah Kluser, and Stephanie Kirwan.

5.1	<p><b>Assign and keep children in stable groups with the same assigned adults.</b>          → A new child may be added or moved to a different stable group if it is a permanent change.</p>
5.2	<p><b>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.</b></p>
5.3	<p><b>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.</b>          → Staff and children are not required to physically distance from adults or children within their stable group.</p>
5.4	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education.</li> <li>• Meet monitoring requirements of publicly funded or regulated programming.</li> <li>• Maintain ratios during staff breaks (e.g., floaters).</li> <li>• Provide service to the facility that cannot take place outside of program hours.</li> </ul>
<p><b>Plan to meet these requirements:</b></p>	
<p>A Socially distance amongst each other, where possible. Keep stable groups and staff members—apart from float staff.</p>	
5.5	<p><b>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.</b></p>

5.6	<b>Recorded Programs may use a visual barrier to define the space used outside.</b>
5.7	<b>No facility may serve more than 250 children.</b>
5.8	<p><b>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.</b></p> <p>→ For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.</p> <p>→ For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.</p>
5.9 – 5.16	<p>★ <a href="#">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.</a></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: Christina Wilson/ staff accepting children at the door.

6.1	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Face coverings and face shields must follow CDC guidelines: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</a></li> <li>○ 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.</li> </ul>
<b>Plan to meet this requirement:</b>	
<p>To ensure we have gloves, sanitizer, protective gear, blankets, shirts, aprons, on hand for daily use. As well as spar masks for folks who need them.</p>	
6.2	<b>Require all children who are in grades Kindergarten and up who are in the child</b>



	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Face coverings and face shields must follow CDC guidelines: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html</a></li> </ul>
<b>6.3</b>	<b>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.</b>
<b>6.4</b>	<p><b>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</b></p> <ul style="list-style-type: none"> <li>○ requested by the parent/guardian,</li> <li>○ the face covering or face shield fits the child’s face measurements, and</li> <li>○ the child is able to remove the face covering or face shield themselves without assistance.</li> </ul>
<b>6.5</b>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>○ 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,</li> <li>○ show the child how to effectively wear a face shield or face covering, if needed, and</li> <li>○ guide the child to re-engage in safely wearing a face shield or face covering.</li> </ul> <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
<b>Plan to meet these requirements:</b>	
<p>Allow supervised break times for all children 5+ wearing a face mask or shield. Communicate with parents of children wearing a mask, that they can take a supervised break where needed.</p>	
<b>6.6</b>	<p><b>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</b></p> <ul style="list-style-type: none"> <li>○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order,</li> <li>○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or</li> <li>○ are unable to remove the face shield or face covering independently, or</li> <li>○ are sleeping.</li> </ul>
<b>6.7</b>	<b>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</b>

6.8	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands.</li> <li>○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.</li> </ul>
6.9	<p><b>Require face coverings to be washed daily or a new face covering to be worn daily.</b></p> <ul style="list-style-type: none"> <li>○ 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"> <li>○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.</li> </ul> </li> </ul>
6.10	<p><b>A face shield must be wiped down with disinfectant at the end of the day after use.</b></p>

**Plan to meet these requirements:**

Require children 5+ to wear a face mask or shield. Allow children 2+ to wear a face mask or shield if the parent requests. Ensure hand washing/ sanitizing during the application/removal of a face mask or shield. If a child had a medical condition and cannot wear a face mask or shield, we will require a Doctor's note.

6.11	<p><b>Require disposable face coverings or face shields to be worn only once.</b></p>
6.12	<p><b>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</b></p>
6.13	<p><b>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.</b></p>

**Plan to meet these requirements:**

Provide clean disposable masks for all staff members.

6.14	<p><b><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</b></p>
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	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.
<b>Plan to meet this requirement:</b>	
To provide clean aprons and shirts for all staff members daily.	
<b>6.15</b>	<b>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.</b>
<b>Plan to meet this requirement:</b>	
To provide clean aprons, blankets, and shirts for all staff members daily.	
<b>6.16</b>	<b>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.</b>
<b>Plan to meet this requirement:</b>	
Provide clean disposable masks for all staff members. To require daily health screenings to all staff working. Enforce social distancing among non-classroom related employees.	
<b>6.17</b>	<b>Require clothing to be changed after being soiled by bodily fluids.</b>

## 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: Adam Wilson & Christina Wilson

7.1	<p><b>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</b></p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ When going on outdoor field trips:             <ul style="list-style-type: none"> <li>○ Adults and children must wash their hands or use hand sanitizer before and after.</li> <li>○ Programs shall keep stable groups separated from each other and away from other children as much as possible.</li> </ul> </li> </ul>
7.2	<p><b>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.</b></p>
<p><b>Plan to meet this requirement:</b></p>	
<p>To provide clean aprons and shirts for all staff members daily. Keep all beds 36 inches apart during rest times. No field trips, until EDL allows them.</p>	
7.3	<p><b>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.</b></p>
<p><b>Plan to meet this requirement:</b></p>	
<p>To Sanitize/ wash hands in between all activities. Wash/ sanitize toys in between uses.</p>	
7.4	<p><b>Clean and sanitize classroom materials between uses.</b></p>

	★ <a href="#">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 &amp; Cleaning Schedule.</a>
7.5	<b>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.</b>
<b>Plan to meet these requirements:</b>	
Omit the use of sand and water tables and sand boxes.	

## 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: Adam Wilson, Christina Wilson, Danielle Lent, Mariah Kluser, Manal Gerlach, and Stephanie Kirwan. (any staff personnel helping with a Director oversight.)

8.1	<p><b>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):</b></p> <ul style="list-style-type: none"> <li>○ Before and after eating, preparing food, and or bottle preparation.</li> <li>○ Before and after administering medication.</li> <li>○ After toileting or assisting with toileting.</li> <li>○ Before and after diapering.</li> <li>○ After wiping a nose, coughing, or sneezing.*</li> <li>○ After coming in from outside.*</li> <li>○ Upon entering and leaving the child care facility.*</li> <li>○ If staff are moving between stable groups.*</li> <li>○ After sharing toys, learning materials, etc.*</li> </ul>
8.2	<b>Make handwashing materials easily accessible to each stable group.</b>
8.3	<b>Hand sanitizer must be stored out of reach of children when not in use.</b>
<b>Plan to meet these requirements:</b>	

Wash/sanitize before all activities listed above, keeping sanitizer in each classroom, as well as utilizing all hand washing sinks. Sanitizing toys/ materials in between each use.

## 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: Christina Wilson

9.1	<b>Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes.</b>
9.3	<b>Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other's food.</b>
<b>Plan to meet these requirements:</b>	
Use dishes for individuals to eat in a clean environment. Socially distance the children when eating, where possible.	
9.4	<b>Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.</b>
<b>Plan to meet this requirement:</b>	
Require the parent to wear a mask, sanitize upon entering, leaving, and take their temperature upon arrival. Ask the parent to feed in an area where they can socially distance from all staff members and children.	
9.5	<b>Discontinue use of drinking fountains except for filling other containers such as water bottles.</b>

**Plan to meet this requirement:**

Discontinue use of drinking fountains, except for filling water jugs.

## 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: Adam Wilson, Christina Wilson. (Any staff member cleaning, with a Director oversight.)

**10.1  
– 10.4**

★ [Refer to Sanitation Recommendations & Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” \(published August 14, 2020\).](#)

**Plan to meet these requirements:**

Wearing gloves during all methods of cleaning. Washing, rinsing, and sanitizing where possible, and sanitizing items listed in table 5. Laundering all linens weekly. Vacuum and mop daily.

## 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: Adam Wilson and on-site Director

**11.2**

**Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.**

**11.3**

**Have a plan for a child with particular health needs.**

	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>11.4</b>	<b>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.</b>
<b>11.7</b>	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>Alternatively, to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616</li> <li>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></li> </ul>
<b>11.8</b>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>ERDC: <a href="mailto:dpu.providerreporting@dhs.oha.state.or.us">dpu.providerreporting@dhs.oha.state.or.us</a> or (800) 699-9074</li> <li>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</li> </ul>
<b>11.9</b>	<b>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.</b>
<b>11.10</b>	<b>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.</b>

**Plan to meet these requirements:**

“If a person develops these symptoms while at the facility or learns they have been exposed to a positive case while at the facility, send them home as soon as possible, and separate them until they can leave the facility. If a child or staff member has symptoms of diarrhea, vomiting, headache, sore throat, or rash, they must be excluded and advised to consult a medical professional. 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.”



Adjust our exclusion plan to align with the Child Care and Early Education Operations During COVID-19 exclusion summary.

We have electronically shared the 2019 COVID-19 Exclusion Policy with families at this facility.

## 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: Adam Wilson

<b>12.1 – 12.16</b>	★ <a href="#">Refer to Appendix for OCC Transportation Plan Template.</a>
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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: Adam Wilson & Christina Wilson

<b>13.1</b>	<b>Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.</b>
<b>13.2</b>	<b>Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.</b>
<b>Plan to meet these requirements:</b>	
Multi-Site Coordinator, Christina is setting up all online training for current and new staff members, now through March 2020. We will try online classes with CCR&R for our licensing hours.	
<b>13.5</b>	<b>All staff must review these guidelines, “Health &amp; Safety Guidelines for Child Care and Early Education Operating During COVID-19,” as well as any updates to the</b>

	<b>Guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation.</b>
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**Plan to meet this requirement:**

Keep an e-version on hand in addition to a paper copy at the front desk for all staff members to review during new hire Orientation and their leisure.

## 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: Christina Wilson

<b>14.5</b>	<b>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.</b>
<b>Plan to meet this requirement:</b>	
Post all revisions outside the building.	