

## **CHILD CARE AND EARLY EDUCATION: Boys & Girls Club of Corvallis COVID-19 HEALTH AND SAFETY PLAN**

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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.

<b>How will you share your completed plan and any updates with families?</b>
<input type="checkbox"/> Newsletter <input type="checkbox"/> Case management software <input checked="" type="checkbox"/> Mass email <input type="checkbox"/> Virtual parent meeting (group) <input type="checkbox"/> Virtual parent meetings (individual) <input checked="" type="checkbox"/> Other
If "Other," please explain: We will also post it on our front entrance doors and near our handwashing stations.

<b>Name and title of staff person responsible for overall implementation:</b>
Clay Higgins – Chief Operations Officer
<b>Best way to contact this person:</b>
chiggins@bgccorvallis.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: Amanda Garcia  
Branden Todd

<b>1.1</b>	<p><b>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</b></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>
<b>1.2</b>	<p><b>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</b></p>
<b>1.3</b>	<p><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></p>
<b>Plan to meet these requirements:</b>	
<p>We require all parents/caregivers to drop off outside of our main entrance. Everyone wears a mask and is required to stand at least 6 feet apart if more than one family is present.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<b>What information will you share with families about this part of your plan?</b>	
<p>All of it.</p>	
<b>1.4</b>	<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>	

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We have provided two handwashing stations at the front of our building. Anyone entering the building will wash their hands before doing so.

**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 it.

<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:**

Our check-in/out staff will sanitize writing utensils used for drop-off and pick-up between uses by different people.

**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 it.

## 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: Amanda Garcia  
Branden Todd

2.1	<p><b>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</b> → See “Recordkeeping” section to document the health check.</p>
2.2	<p><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></p>
2.3	<p><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> ★ <a href="#">Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</a></p>
2.4	<p><b>Staff members may self-screen and attest to their own health on a daily basis.</b></p>
<p><b>Plan to meet these requirements:</b></p>	
<p>Check-in staff asks screening questions and takes the temperatures of anyone who wishes to enter our facility. For youth, the staff asks the parents/caregivers. This includes staff.</p>	
<p><b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</b></p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>All of it.</p>	
2.5	<p><b>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.</b></p>
<p><b>Plan to meet this requirement:</b></p>	

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<p>Check-in staff documents that a health check was done on anyone who wishes to enter our building. For youth, we use the check-in roster. For staff, we write in on the check-in log.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>No need to share.</p>	
<p>2.6</p>	<p>★ <a href="#">Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</a></p>
<p>2.7</p>	<p><b>Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health &amp; Safety Guidelines for COVID-19.</b></p>
<p><b>Plan to meet this requirement:</b></p>	
<p>Check-in staff wears an outerwear garment when checking in anyone who wishes to enter our building, or checking our youth to their parents/caregivers. Outerwear garments are washed each night.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>No need to share.</p>	

### Section 3. Requirements for Recordkeeping

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

Staff member(s) responsible: Amanda Garcia  
 Branden Todd

<b>3.1</b>	<p><b>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.</b></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>
<b>3.2</b>	<p><b>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</b></p>
<b>3.3</b>	<p><b>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</b></p>
<b>3.4</b>	<p><b>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.</b></p>
<p><b>Plan to meet these requirements:</b></p>	
<p>We keep two logs – one at the check-in and check-out point, which registers time in and out with parent/caregiver initials and health check, and one in each classroom which also registers time in and out, and which staff have been present. The classroom log does not require parent/caregiver initials. We collect both logs at the end of each day and retain for two years.</p>	
<p><b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</b></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: Amanda Garcia  
Branden Todd

4.1	<b>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.</b>
4.2	<b>Communicate requirements that families must follow, including drop-off and pick-up procedures.</b>
4.3	<b>Provide information related to the facility and COVID-19 to families in a manner that they can understand.</b>
4.4	<b>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.</b>
4.5	<b>Conduct any visits to the home for services or other programmatic reasons virtually.</b>
4.6	<p><b>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:</b></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>
<b>Plan to meet these requirements:</b>	
<p>We inform all families in both English and Spanish of all operating requires for our center. We do this through emails, and by posting on our website and at our front entrance. If we need to have a discussion with a parent/caregiver, we do that at pick up, and we practice social distancing and everyone wears a mask.</p>	
<p><b>Training needed?</b>    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<b>What information will you share with families about this part of your plan?</b>	

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All of it.	
<b>4.7</b>	<b>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.</b>
<b>4.8</b>	<b>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.</b>
<b>4.9</b>	<b>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.</b>

## 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: Amanda Garcia  
Branden Todd

<b>5.1</b>	<p><b>Assign and keep children in stable groups with the same assigned adults.</b> → <i>A new child may be added or moved to a different stable group if it is a permanent change.</i></p>
<b>5.2</b>	<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>
<b>5.3</b>	<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> → <i>Staff and children are not required to physically distance from adults or children within their stable group.</i></p>
<b>5.4</b>	<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>
<b>Plan to meet these requirements:</b>	
<p>We have created stable groups of up to 15 youth each, with one to two dedicated staff. Each group has their own classroom. Within the classroom, both staff and youth practice age appropriate social distancing. The seating arraignment also supports social distancing.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	

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All of it.	
5.5	When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area.
5.6	Recorded Programs may use a visual barrier to define the space used outside.
5.7	No facility may serve more than 250 children.
5.8	<p>Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider’s license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16.</p> <p>→ 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	★ <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>

## 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: Amanda Garcia

Branden Todd

<p><b>6.1</b></p>	<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>
<p><b>Plan to meet this requirement:</b></p>	
<p>Everyone in our facilities wears face coverings.</p>	
<p><b>Training needed?</b>    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>All of it.</p>	
<p><b>6.2</b></p>	<p><b>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.</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>
<p><b>6.3</b></p>	<p><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></p>

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6.4	<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>
6.5	<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>
<p><b>Plan to meet these requirements:</b></p>	
<p>All youth in our facility are required to wear face coverings.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>All of it.</p>	
6.6	<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>
6.7	<p><b>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</b></p>

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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>
<p><b>Plan to meet these requirements:</b></p>	
<p>We follow the ELD health and safety guidelines for 6.6 through 6.10. All masks are washed daily. Youth wash their hands or use hand sanitizer in their classrooms before touching their masks.</p>	
<p><b>Training needed?</b>    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	
<p>All of it.</p>	
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>
<p><b>Plan to meet these requirements:</b></p>	

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<p>We follow the ELD health and safety guidelines for 6.11 through 6.13.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>All of it.</p>	
<p><b>6.14</b></p>	<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 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></p>
<p><b>Plan to meet this requirement:</b></p>	
<p>We follow the ELD health and safety guidelines for 6.14. Outer garments are washed daily.</p>	
<p>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>All of it.</p>	
<p><b>6.15</b></p>	<p><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></p>
<p><b>Plan to meet this requirement:</b></p>	

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We serve school aged youth only.	
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?	
No need to share.	
<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>
Plan to meet this requirement:	
We follow the ELD health and safety guidelines for 6.16.	
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?	
No need to share.	
<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: Amanda Garcia  
Branden Todd

<b>7.1</b>	<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>
<b>7.2</b>	<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>We do not offer field trips, naps, or overnight care.</p>	
<p><b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</b></p>	
<b>7.3</b>	<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>Each youth has their own supplies for all activities. Supplies that will be used multiple times and sanitized every night.</p>	
<p><b>Training needed?    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</b></p>	
<p><b>What information will you share with families about this part of your plan?</b></p>	

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All of it.	
<b>7.4</b>	<b>Clean and sanitize classroom materials between uses.</b> ★ <a href="#"><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 &amp; Cleaning Schedule.</u></a>
<b>7.5</b>	<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>	
We follow ELD health and safety guidelines for 7.4. We do not offer shared materials like sand or water tables.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	

## 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: Amanda Garcia  
Branden Todd

<b>8.1</b>	<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>
<b>8.2</b>	<b>Make handwashing materials easily accessible to each stable group.</b>
<b>8.3</b>	<b>Hand sanitizer must be stored out of reach of children when not in use.</b>
<b>Plan to meet these requirements:</b>	
<p>We follow ELD health and safety guidelines for 8.1 through 8.3. Handwashing sinks are available for each classroom and we also provide hand sanitizer to each classroom. All chemicals are stored out of the reach of youth.</p>	
<p><b>Training needed?</b>    <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
<b>What information will you share with families about this part of your plan?</b>	
<p>All of it.</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: Amanda Garcia  
Branden Todd

<b>9.1</b>	<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>
<b>9.3</b>	<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>	
All meals are single serve or individual sack lunches. We do not allow any sharing during any meals times.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	
<b>9.4</b>	<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>	
We do not offer this.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	

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No need to share.	
<b>9.5</b>	<b>Discontinue use of drinking fountains except for filling other containers such as water bottles.</b>
<b>Plan to meet this requirement:</b>	
All of our drinking fountains have water bottle fillers. We encourage all youth and staff to bring their own water bottle each day.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	

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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: Amanda Garcia  
Branden Todd

<b>10.1 – 10.4</b>	★ <a href="#">Refer to Sanitation Recommendations &amp; Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).</a>
<b>Plan to meet these requirements:</b>	
All staff cleans all surfaces in their classroom after each use. All multi-use materials are sanitized each night. Our janitorial crew cleans, disinfects, and sanitizes our facility every night.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	

## 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: Clay Higgins

11.2	<b>Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.</b>
11.3	<p><b>Have a plan for a child with particular health needs.</b></p> <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>
11.4	<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>
11.7	<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>
11.8	<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>
11.9	<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>
11.10	<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</b>

**COVID-19 Health and Safety Plan**

	<b>for 14 days.</b>
<b>Plan to meet these requirements:</b>	
We follow ELD health and safety guidelines for 11.2, 11.3, 11.4, and 11.7 through 11.10.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	

## 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: Clay Higgins

<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: Amanda Garcia  
Branden Todd

<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>	
All staff are first aid and CPR certified. BGCC pays for the training classes. Supervisors are providing every other week training sessions as well as one-on-one communication sessions with staff.	
<b>Training needed?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	
<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 Guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation.</b>
<b>Plan to meet this requirement:</b>	
After each new guideline has been posted, BGCC trains all staff on any new developments. Additionally, once every other week, BGCC provides one hour of staff development after programming hours are completed.	
<b>Training needed?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	

**COVID-19 Health and Safety Plan**

All of it.

## 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: Clay Higgins

14.5	<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>	
We have updated our health and safety plan as new information/requirements have come out. Any updates are shared with families through email and posting at our front entrance. All staff are trained on any updates within a week of posting.	
<b>Training needed?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Note in Section 13. Professional Development</i> )	
<b>What information will you share with families about this part of your plan?</b>	
All of it.	