

Name and title of staff person responsible for overall implementation:
Jessica Gaul, Executive Director
Best way to contact this person:
541-957-1008

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

Staff member(s) responsible: Rica Douglas, April Alleman

1.1	Require parents or caregivers to drop off or pick up children from program staff outside of the facility.
1.2	Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.
1.3	Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.
Plan to meet these requirements:	
One family in the atrium at a time. Signs posted, notifying families of requirement to remain 6 ft apart and wait at the bottom of the stairs until the previous family has exited. Parents without a mask will not be allowed inside the atrium	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
What information will you share with families about this part of your plan?	
All families informed via Brightheel of mask requirement Signage exists on the sidewalk and in the atrium	
1.4	Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter. → <i>If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance. Keep hand sanitizer out of children's reach and supervise use.</i>
Plan to meet this requirement:	
Alcohol hand sanitizer is mounted out of children's reach in the atrium just outside of the entry door Families no longer have the option to use the castile soap wipes for hand sanitizing	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

What information will you share with families about this part of your plan?	
Families notified via BrightWheel of the hand cleaning requirements. Signage is posted at the hand sanitizing stations	
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:	
A cup of clean handwriting utensils is placed out each day. A dirty cup is for used pens. The pens are intermittently sanitized throughout the day and placed back into the clean cup	
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?	
This plan is shared with all families	

Section 2. Requirements for Daily Health Check

Staff member(s) responsible: Rica Douglas, Director

2.1	Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.
2.2	Require designated staff to take temperature of all entering children and other individuals coming into contact with a stable group. If they have a temperature of 100.4 Fahrenheit or over, they must be excluded. Staff may self-screen and attest to their temperature on a daily basis.
2.3	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:	
Each family is asked a series of health questions upon arrival. Standard electronic check in/out applies & health screening is tracked on a separate sheet of paper for both student and staff.	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	

What information will you share with families about this part of your plan?	
Families will be provided with a copy of this plan, and are asked the health check questions upon drop off.	
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:	
We meet this requirement with our daily health screening sheet for both students and staff	
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?	
Families will be provided with a copy of this plan	
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:	
All staff wear masks or face shields throughout the day. Floater and break staff wash their hands and wear a covering when entering a classroom. The covering is then sanitized after use. The health check staff wear an apron and face mask for daily health checks.	
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?	
Families will be provided with a copy of this plan	

Section 3. Requirements for Recordkeeping

Staff member(s) responsible: Rica Douglas, Director

3.1	Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.
3.2	Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.
3.3	Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).
3.4	If a program is part of a K-12 school, this information can be recorded and incorporated into the school's records for contact tracing.

Plan to meet these requirements:

We meet these requirements through our existing process of recording any essential visitors who are on site. In addition, we keep a daily hard copy log that is completed each time a break giver or floater enters a classroom. The log has the time in, time out, the classroom name and the name of the person who entered.

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

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: Jessica Gaul, Executive Director
Rica Douglas, Director

4.1	Inform families of the requirements for operating during COVID-19, how programs are operating differently during this time, and any other program policies specific to COVID-19.
4.2	Communicate requirements that families must follow, including drop-off and pick-up procedures.
4.3	Provide information related to the facility and COVID-19 to families in a manner that they can understand.
4.4	When engaging families in formal activities that are normally conducted in-person such as parent-teacher conferences, council meetings, or other typically in-person activities, conduct virtually or via telephone.
4.5	Conduct any visits to the home for services or other programmatic reasons virtually.
4.6	<p>If families cannot engage in virtual or telephonic visits, or for parents who enter the program to breastfeed, programs must create and follow a protocol for in-person family engagement that, at minimum, requires:</p> <ul style="list-style-type: none"> ○ following physical distancing requirements with staff and children not in their household; ○ use of face shields or face coverings; ○ use of outdoor space if appropriate and available; ○ engagement with only one family unit and any other necessary individuals, such as translators, at a time; and ○ pre-scheduling (when possible).
Plan to meet these requirements:	
<p>We use BrightWheel as our main communication tool to communicate policy, behavior, notices etc. with families, including communications that would normally happen at pick up or drop off. Additionally, we post updates to our website. In addition, breastfeeding parents are provided a space outside of the classroom for breastfeeding, and must sanitize and wear PPE. The child will be brought to the nursing parent. Conferences are held minimally, and outside of operating hours.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)</p>	

What information will you share with families about this part of your plan?	
Notices will be ad hoc as conferences are conducted, and upon notice of intent to breastfeed for nursing parents.	
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

Staff member(s) responsible: Rica Douglas

5.1	Assign and keep children in stable groups with the same assigned adults. → <i>A new child may be added or moved to a different stable group if it is a permanent change.</i>
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. → <i>Staff and children are not required to physically distance from adults or children within their stable group.</i>
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: <ul style="list-style-type: none"> • Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education. • Meet monitoring requirements of publicly funded or regulated

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	<p>programming.</p> <ul style="list-style-type: none"> • Maintain ratios during staff breaks (e.g., floaters). • Provide service to the facility that cannot take place outside of program hours.
<p>Plan to meet these requirements:</p>	
<p>We meet these requirements by maintaining stable groups. Children no longer move to other classrooms as children go home in order to relieve staff. Children do not share the outdoor space at the same time as other classrooms, and outdoor equipment and any shared touchpoints are sanitized in between uses.</p>	
<p>Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)</p>	
<p>What information will you share with families about this part of your plan?</p>	
<p>None, other than previous notifications to families regarding the reason for reducing our hours due to the inability to combine classes.</p>	
5.5	<p>When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area.</p>
5.6	<p>Recorded Programs may use a visual barrier to define the space used outside.</p>
5.7	<p>No facility may serve more than 250 children.</p>
5.8	<p>Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider’s license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16.</p>
5.9 – 5.16	<p>★ <u>Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the group ratio table.</u></p>

Section 6. Requirements for Personal Protective Equipment (PPE) for Children and Adults

(See p. 32 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Jessica Gaul, Executive Director
Rica Douglas, Director

6.1	<p>Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html ○ Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.
<p>Plan to meet this requirement:</p>	
<p>We already meet this requirement. We have provided all staff with the option of a cloth face covering, daily disposable coverings or a face shield. We ensure all essential visitors sanitize and wear a mask (including covering the nose) upon entry.</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>Families will be provided with a copy of this plan.</p>	
6.2	<p>Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.</p> <ul style="list-style-type: none"> ○ Face coverings and face shields must follow CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
6.3	<p>Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.</p>
6.4	<p>Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:</p> <ul style="list-style-type: none"> ○ requested by the parent/guardian,

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	<ul style="list-style-type: none"> ○ 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	<p>If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:</p> <ul style="list-style-type: none"> ○ supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed, ○ show the child how to effectively wear a face shield or face covering, if needed, and ○ guide the child to re-engage in safely wearing a face shield or face covering. <p>→ <i>Children cannot be disciplined for the inability to safely wear a face shield or face covering.</i></p>
Plan to meet these requirements:	
We do not care for children Kindergarten and up, but we allow children over the age of two (2) to wear a mask if requested by the parent, and so long as the child is able to keep it on their face safely.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Families will be provided with a copy of this plan	
6.6	<p>Allow children in grades Kindergarten and up to <u>not</u> wear a face shield or face covering, if they:</p> <ul style="list-style-type: none"> ○ have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order, ○ experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order, or ○ are unable to remove the face shield or face covering independently, or ○ are sleeping.
6.7	Ensure children under two years of age <u>never</u> wear a face shield or face covering.
6.8	<p>Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.</p> <ul style="list-style-type: none"> ○ Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands. ○ Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.

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6.9	<p>Require face coverings to be washed daily or a new face covering to be worn daily.</p> <ul style="list-style-type: none"> ○ After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others. <ul style="list-style-type: none"> ○ For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.
6.10	<p>A face shield must be wiped down with disinfectant at the end of the day after use.</p>
<p>Plan to meet these requirements:</p>	
<p>Staff have sanitizer in their classroom to use supervised with children in between handwashing, and to use for themselves if they touch their mask. We do not care for children in Kindergarten and older, and we do not allow the use of masks on children under the age of two or at nap time.</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>Families will be provided with a copy of this plan</p>	
6.11	<p>Require disposable face coverings or face shields to be worn only once.</p>
6.12	<p>Face coverings must be changed after a daily health check if the adult interacted with a sick child.</p>
6.13	<p>Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.</p>
<p>Plan to meet these requirements:</p>	
<p>We have an ample supply of disposable face coverings and staff are required to dispose of their face mask at the end of the day. We have a small supply of face shields and will not replenish due to cost once they are exhausted.</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>Families will be provided with a copy of this plan</p>	

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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:	
Staff who perform the health check wear an apron which is sanitized. Floaters or subs wear an oversized smock for each group, which is sanitized after use, along with the use of face masks. Floaters wash hands with soap and water in between each classroom.	
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?	
Families will be provided with a copy of this plan	
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:	
Staff who feed infant use a clean receiving blanket draped over their clothing to feed infants. Long hair is tied back if necessary.	
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?	
Families will be provided with a copy of this plan	
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.

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Plan to meet this requirement:	
All staff wear masks or face shields when around children at all times, so this would carry. Staff will maintain a distance of 6 feet or more from an ill child unless of exigent circumstances.	
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?	
Families are provided with a copy of this plan	
6.17	Require clothing to be changed after being soiled by bodily fluids.

Section 7. Requirements for Daily Activities

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

Staff member(s) responsible: Rica Douglas, Director

7.1	<p>No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</p> <ul style="list-style-type: none"> ○ No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance. ○ When going on outdoor field trips: <ul style="list-style-type: none"> ○ Adults and children must wash their hands or use hand sanitizer before and after. ○ Programs shall keep stable groups separated from each other and away from other children as much as possible.
7.2	<p>Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</p>
Plan to meet this requirement:	
<p>We do not go on field trips while under emergency license. Children sleep head to toe and classroom teachers are responsible for ensuring cots are at least 36 inches apart during nap.</p>	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i>	
7.3	<p>Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</p>
Plan to meet this requirement:	
<p>Sensory activities are individual (i.e. individual play doh et.). Classrooms each have sanitizer to be used in between washing and after each activity. Mouthed or unsanitary toys are sanitized prior to reintroduction in the classroom. Each classroom has a “dirty toy” bucket.</p>	
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?	
<p>Families are provided with a copy of this plan</p>	

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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:	
Classrooms are sanitized at the end of each day, as well as during nap time and intermittently throughout the day. Sensory bins are closed during COVID.	
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?	
Families are provided with a copy of this plan	

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: Click or tap here to enter text.

Click or tap here to enter text.

8.1	<p>Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk* appears):</p> <ul style="list-style-type: none"> ○ Before and after eating, preparing food, and or bottle preparation. ○ Before and after administering medication. ○ After toileting or assisting with toileting. ○ Before and after diapering. ○ After wiping a nose, coughing, or sneezing.* ○ After coming in from outside.* ○ Upon entering and leaving the child care facility.* ○ If staff are moving between stable groups.* ○ After sharing toys, learning materials, etc.*
8.2	Make handwashing materials easily accessible to each stable group.
8.3	Hand sanitizer must be stored out of reach of children when not in use.
Plan to meet these requirements:	
This is our existing, pre-COVID policy, other than the introduction of hand sanitizer. Hand sanitizer is kept in a locked cabinet when not in use, and out of the reach of children during class time.	
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?	
Families are provided with a copy of this plan	

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: Rica Douglas, Director

9.1	Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes.
9.3	Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other's food.
Plan to meet these requirements:	
Meals and snacks are served from communal containers, but served individually by the teachers. Food is not shared between classrooms and during COVID, we are no longer eating family style. Staff sit with the children during meal time to help avoid contamination of food.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Families are provided with a copy of this plan	
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 are welcome in the center to nurse, after sanitizing and while wearing PPE. They are provided a separate space and the nursing child is brought to the parent for feeding.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Families are provided with a copy of this plan	

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9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
Cobb has one drinking fountain, in the Piazza, which is not in use during COVID. Each classroom has a sink that is used to fill water bottles; classrooms with only a bathroom faucet receive water in pitchers from the kitchen. All families are required to provide a water bottle labeled with the child's first and last name.	
Training needed? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Note in Section 13. Professional Development</i>)	
What information will you share with families about this part of your plan?	
Families are provided with a copy of this plan	

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: Rica Douglas, Director

April Alleman, Associate Director

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:	
Classrooms are sanitized during nap time, at the end of the day, and intermittently during the day. Toys which have become contaminated go into the “dirty toy” bucket for sanitizing. We use an electrostatic sanitizer intermittently as well for classrooms. Touch points are sanitized throughout the day. Lunchboxes are sanitized prior to classroom entry. We have limited the objects that come in from home to a blanket only. All spaces are sanitized daily, and cot sheets & cots are not shared by children without cleaning first.	
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?	
Families are provided with a copy of this 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: Jessica Gaul, Executive Director

11.2	Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.
11.3	<p>Have a plan for a child with particular health needs.</p> <ul style="list-style-type: none"> • If an enrolled child has particular health needs or susceptibility to disease, including COVID-19, the provider and parent must develop a care plan for the child. The provider must ensure all staff engaged with the child understand the plan.
11.4	In addition to Oregon laws prohibiting discrimination, a provider cannot refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child’s or parent’s occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.
11.7	<p>Notify the local public health authority and the Office of Child Care if anyone who has entered the facility, including household members within a family child care facility, is diagnosed with COVID-19. A program shall immediately contact their local public health authority and licensing specialist.</p> <ul style="list-style-type: none"> • Alternatively to contacting their licensing specialist, the program may call the OCC Central Office: (503) 947-1400 or (800) 556-6616 • To locate your local public health authority, visit: https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx
11.8	<p>Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care if you are a program that participates in:</p> <ul style="list-style-type: none"> • ERDC: dpu.providerreporting@dhs.oha.state.or.us or (800) 699-9074 • Baby Promise, Preschool Promise, or Oregon Pre-Kindergarten program: Angela.Stinson@ode.state.or.us or (971) 940-4198
11.9	Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.
11.10	Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.

Plan to meet these requirements:

We will follow all of the above requirements in the event of an outbreak or positive case. The Executive Director will follow the guidance above in collaboration with the local health department and the office of child care.

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 Policy for Cobb Children’s Learning Center

ILLNESS:

During the COVID-19 pandemic period, our Health Check & Illness Policy (both COVID and Non-COVID provisions) applies to all staff, children and their household members. The final decision on whether to exclude an individual from the program due to illness will be made by the child care center.

For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification of illness. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

For a full copy of the Health Check and Illness Policy, please see refer to the Parent Handbook

DAILY HEALTH CHECK:

All staff, families, children and their household members must conduct a daily health check **before** coming into the center. Should you or any household member have any of the following COVID-19-like symptoms **during the preceding 72 hours**, we ask you to remain out of the center and notify the center.

- Unusual Cough
- Uncontrollable Sneezing or Runny Nose
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of **100.4° F*** (or would have, but for the use of fever-reducing medicine).

RESPONSE TO EXPOSURE OF A POSITIVE OR PRESUMPTIVE CASE:

In the event a staff member or child has been exposed to someone with a current, positive or presumptive COVID-19 case:

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- The exposed person must quarantine for fourteen (14) days from the last time they had close contact with the positive or presumptive individual.
 - Close contact is defined as an individual who has close contact (less than six feet) for longer than 15 minutes (cumulatively) with a COVID-19 case.
- A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.
- For presumptive cases only, if the exposure was to a presumptive case of COVID-19, exclusion is required only if the adult or child was exposed in the 10 days after the COVID-19 presumptive person started having symptoms.
- Anyone who comes into child care who has a household member with symptom of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms.

RESPONSE TO A CONFIRMED POSITIVE CASE:

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, may not come to the program and will be informed about the need to quarantine at home for 14 days.

- All families will be notified by the end of day of the positive case; classrooms unaffected by the case will remain open, unless the case affects the administration of the program as well.
- In collaboration with the local health authority, families in the same cohort as the positive case will be notified via telephone immediately and requested to pick up their child and quarantine until they receive further instructions from the local health authority.

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: Not applicable

12.1 – 12.16	★ Refer to Appendix for OCC Transportation Plan Template.
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Section 13. Requirements for Professional Development

(See p. 59 of Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19)

Staff member(s) responsible: Jessica Gaul, Executive Director
Rica Douglas, Director

13.1	Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
13.2	Provide access to professional development that contributes to staff’s professional learning goals and to meet child care licensing or program requirements.
Plan to meet these requirements:	
All staff are current with first aid and CPR. Staff who need to recertify are doing so online, coordinated and paid for by Cobb. Cobb provides comprehensive internal professional development, which meets or exceeds the requirements of child care licensing.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Families are provided with a copy of this 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 are provided with a copy of health and safety guidelines upon release, and it is included as part of new employee onboarding. Staff who perform the daily health checks will be trained on the revised health questions.	
Training needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
Families are provided with a copy of this plan	

COVID-19 Health and Safety Plan

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

Staff member(s) responsible: Jessica Gaul, Executive Director

14.5	Each child care facility must continue to monitor its “COVID-19 Health and Safety Plan” throughout the year and update as needed. All revisions must be shared with all families and staff and posted in an easily visible area.
Plan to meet this requirement:	
We will revise our COVID-19 Health & Safety Plan as needed and as directed by the Office of Child Care, share with families and post in an easily visible area, along with our website. The plan is listed above in section 11.	
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?	
Families are provided with a copy of this plan	