



# **Health and Safety Practices**

**Pre-Kindergarten and  
Emergency Child Care for Essential Workers  
2020–2021**

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## Introduction

Welcome! This document describes Oregon Episcopal School's Health and Safety Practices that will be in effect starting September 9, 2020, for our Pre-Kindergarten and Emergency Child Care for Essential Workers (ECCEW) programs.

All health and safety practices are informed by the following resources:

- Oregon Department of Education (ODE) Early Learning Division and Oregon Health Authority (OHA):
  - [Guidelines for Child Care and Early Education during COVID19](#)
  - [General Guidelines for Child Care and Early Learning Centers](#)
- Oregon Governor Brown's Executive Order
- Washington County Department of Health and Human Services
- Centers for Disease Control (CDC)

*Please note these practices are subject to change as guidance evolves.*

All OES families and employees have access to this document and will be notified of any major changes.

If you have questions or concerns, please email [Kirstin McAuley](#), Assistant Head of Lower School.

Thank you!

## **Community, Flexibility, and Patience**

In opening our campus, all OES community members, students, families, and employees are integral to keeping our environment safe and healthy. All activities on campus are guided by Oregon Episcopal School's [Mission and Identity](#), as well as our [Inquiry-based Approach and Essential Competencies](#). These statements are more than words; they guide our daily actions and how we engage with each other and our world. The OES educational philosophy emphasizes collaborative learning and a close-knit community. In adjusting to school during COVID-19, employees will create a balanced environment where safety is paramount, while preserving the spirit of our exploratory, inquiry-based, collaborative learning. We recognize that many students or community members may be experiencing difficulty or trauma due to the global pandemic. OES is prepared to offer increased support and connection. As always, we will implement these protocols with kindness, flexibility, and patience. When entering the OES environment, we all agree to let flexibility be our foundation. Adaptability is necessary to navigate our changing landscapes and ensure the wellness of our entire community. We agree to communicate openly, listen deeply, look to trust one another and keep the safety of ourselves and others at the forefront of our minds and actions.

Thank you for doing your part to uphold this statement.

## Communication with our Community

- OES will inform and update families of the requirements for operating during COVID-19, how programs are operating differently during this time, and any other program policies that are specific to COVID-19.
- OES will communicate requirements that families must follow, including drop-off and pick-up procedures.
- OES will provide information related to the facility and COVID-19 to families in a manner that they can understand.
- OES will allow family members to enter the facility if there is a concern for the health and safety of their student. Family members entering the facility must follow requirements for adults in the facility.
- OES will limit the number of items that go from the facility into the home and from the home to the facility, especially those items that are not easily washed or sanitized.
- OES will provide families with information about the spread of COVID-19 and support in understanding the latest public health guidance, including how their actions outside of the program may impact their student, other students, and employees.

## Student Drop-Off and Pick-Up

- Drop-off and pick-up will be a low-contact or no-contact process as much as is possible.
- Only authorized persons will drop-off or pick-up students from campus. These persons will be pre-determined and known to the School. We encourage consistency in the authorized person. Having the same person lowers the risk of exposure and ensures a more efficient process.
- Authorized persons will drop off and pick up students in the designated outside location and during the time determined for their cohort.
- Authorized persons will wear a face covering at any time while on campus; when outside their vehicle, and in their vehicle during drop-off and pick-up.
- Authorized persons will maintain physical distancing and follow program procedures:
  - For Pre-Kindergarten, authorized persons will park and walk students to the designated meeting location.
  - For Emergency Childcare for Essential Workers (ECCEW), authorized persons will stay in their cars during drop-off and pick-up. Authorized persons must display their “Drop-off or Pick-up” sign on their dashboard for student and cohort identification.
- We ask those at higher risk of contracting COVID-19 to *not* serve as the designated person for drop-off or pick-up. [People with serious underlying medical conditions are more at risk.](#)
- Employees will ensure students enter and exit in a socially distanced line, away from other cohorts or persons.
- Hand hygiene stations are readily available upon entering and exiting buildings. All persons must wash or sanitize hands when entering or exiting all buildings. If a sink with soap and water is not available, we provide hand sanitizer between 60%–95% alcohol at the entrance and supervise its use.
- Any shared items used for drop-off and pick-up are sanitized or switched out.

## Daily Health Screening

- All individuals prior to coming to the OES campus will be required to complete a temperature check and COVID19 Questionnaire.
- Additionally a temperature check will be performed for students, employees, and any other person (parent, maintenance, etc.) coming onto campus.
- Designated employees will take the temperature of all entering students and other individuals coming into contact with a stable group.
  - A “stable group” is defined as one in which the same assigned or fewer students are in the group each day.
- Individuals with a fever greater than or equal to 100.4° F or any symptoms of COVID-19 or symptoms of concern, will be excluded from campus.
- Employees may self-screen and attest to their temperature on a daily basis.
- Employees will refer to the [Oregon Department of Education’s Early Learning Division Exclusion Summary](#) (page 14), while completing daily health checks while simultaneously upholding OES’s strict illness policy.
- Students with any illness may only return to campus after they have communicated directly with the OES Nurse Morgan McFayden at [nurse@oes.edu](mailto:nurse@oes.edu). If your child is sent home sick during the school day, you may be asked to get clearance from a physician before your child can return to Pre-K or ECCEW. If this is the case, please upload the note from the physician to your child’s Magnus account AND send an email to [lsoffice@oes.edu](mailto:lsoffice@oes.edu) AND [nurse@oes.edu](mailto:nurse@oes.edu) so we will know to expect your child.

## COVID-19 Questionnaire

1. Has the student been exposed to a person with a positive case of COVID-19 in the past 14 days?
  2. Has the student been exposed to a person with a presumptive case of COVID-19 in the past 14 days?
    - a. A “presumptive case” means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
  3. Is the student experiencing an unusual cough, shortness of breath, or fever?
    - a. “Unusual cough” means something not normal for this person (e.g., allergies, asthma).
  4. Does the student have symptoms of diarrhea, vomiting, headache, sore throat, or rash?
- With a cough and shortness of breath, only if the student has been checked by a medical professional and is cleared with documentation, may they remain on campus or return to campus.
  - With a “Yes” to question 1 or 2, the student must quarantine for 14 days.
  - The 14-day quarantine starts on the day that the student last had contact with the COVID-19 case.
  - The 14-day quarantine cannot be shortened by getting a negative COVID-19 test, or by getting a note from a medical professional.
  - With a “Yes” to question 3, that student must be excluded from the program for 10 days, and must be symptom-free for 72 hours before returning.
  - With a “Yes” to question 4, that student must be excluded as follows:
    - If seen by a medical professional and cleared, they can remain in or return to the program following the documented direction of the medical professional.



- If not seen by a medical professional, they may return 72 hours after resolution of symptoms.

## Recordkeeping

- OES will keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group).
- Daily logs will include:
  - Student name
  - Adult name(s) completing drop-off and pick-up (no signature is required)
  - Arrival and departure date and times
  - Name of any employee or person coming in contact with a stable group
    - Paper attendance form outside the classroom door each day (both for contact tracing and for OCC). Facilitator should cross out the name of any absent students/staff and add the names of any visitors, subs or floaters
  - Arrival and departure date and times
  - Daily health screen results
- To maintain health privacy, designated employees will document the daily health check as only a Pass/Fail. Symptoms or temperatures will not be recorded
- OES will retain daily logs for two years for all students and incorporated into the school's records for contact tracing.

## Groups Size and Stable Groups

- A “stable group” is defined as one in which the same assigned (or fewer) students are in the group each day.
- OES will assign and keep students in stable groups with the same assigned employees. A new student may be added or moved to a different stable group if it is a permanent change.
- Stable groups consist of students and employees; the number of employees needed/necessary for a group does not count toward the maximum group size.
- Employees will remain with a single group as much as is practicable and feasible. A teacher will be dedicated to a single stable group and not move between groups unless an emergency arises.
- Employees who interact with multiple stable groups will be required to don a clean outer layer, wash and/or sanitize their hands between group interactions’
- OES requires employees assigned to a stable group to practice physical distancing with students from other stable groups and take precautions to ensure students do the same. Employees and students are not required to physically distance from adults or students within their stable group.
- Only employees assigned to a stable group may be inside classrooms, with exceptions to provide:
  - Specialized student services
  - Meeting monitoring requirements
  - Maintaining ratios during employee breaks
  - Service to the facility that cannot take place outside of program hours

- During outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Stable groups are kept at least 75 square feet per child in that area.
- When Washington County is in Phase 1 or Phase 2 (see [Washington County COVID Page](#)), OES will observe the ratios of students to employees and students in a stable group for certified centers, recorded programs, and schools as follows:
  - Each group of students must be in a space that meets the minimum of 35 square feet per child.
  - Gyms, cafeterias, and other similar very large spaces will be limited to one group of 20 (or split into two groups of 10). Those very large rooms will not be split into multiple “classrooms” for multiple groups of 20.
  - For Pre-K:
    - Students to employee ratio is 1:10.
    - Maximum number of students in a group is 20.
  - For ECCEW:
    - Students to employee ratio is 1:15.
    - Maximum number of students in a group is 20. (Phase 1 and 2)
  - OES may add more employees than the minimum required by licensing or fewer students than the maximum allowed in order to provide higher quality care.
  - OES will consider serving fewer students per stable group if there are participants who have increased risk for COVID-19 infection.
- If Washington County is in baseline status (see [Washington County COVID Page](#)), OES will observe the ratios of students to employees and students in a stable group for certified centers, recorded programs, and schools as follows:
  - Each group of students must be in a space that meets the minimum of 35 square feet per child.
  - Gyms, cafeterias, and other similar very large spaces are limited to two groups. This applies to school-age (ECCEW) only.
  - For Pre-K:
    - Students to employee ratio is 1:10.

- Maximum number of students in a group is 10.
- o For ECCEW:
  - Students to employee ratio is 1:15.
  - Maximum number of students in a group is 10

## Personal Protective Equipment

- All adults on campus must wear a face covering in accordance with [Statewide Mask, Face Shield, Face Covering Guidance](#).
- Students kindergarten age and up must wear a face shield or face covering inside all times when feasible.
- Students Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.
- All ECCEW students will wear a face shield or face covering.
- All PreK students younger than five (5) are highly recommended to wear a mask, face shield, or face covering, and OES employees will work with students to encourage mask usage. Under the ELD guidelines, OES may allow a child between two years and Kindergarten to wear a face-covering or face shield, if:
  - requested by the parent/guardian,
  - the face-covering or face shield fits the child's face measurements,
  - and the child is able to remove the face covering or face shield themselves without assistance.
- OES will provide masks to students who do not have one.
- Use of face coverings will be closely supervised by adults.
- OES will grant a student exception to the face mask/covering requirement if one or more of the following conditions apply:
  - If they have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor's order.
  - If they experience a disability that prevents them from wearing a face covering, as documented by their doctor's order.

- If they are unable to remove the face shield or face covering independently.
- While sleeping.
- OES will grant an employee exception to wear a face shield in place of a face covering or medical mask if they have a medical condition or disability, as documented by their doctor's order. Employees may also wear a face shield in place of a face covering in limited circumstances specifically for teaching, when a distance of more than 6 feet is able to be maintained.
- If a student 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, employees:
  - Must supervise the student to maintain six feet or more of physical distancing from all adults and students while the face shield or face covering is removed.
  - If needed, show the student how to effectively wear a face shield or face covering.
  - Guide the student to re-engage in safely wearing a face shield or face covering.
  - Students will not be disciplined for the inability to safely wear a face shield or face covering.
- All individuals will wash their 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.
- All individuals will bring and wear a *clean* face covering and bring an additional clean face covering to replace when soiled.
  - After removal of a soiled face covering, the face covering will be put away into a secure place that is not accessible to others.
- Face shields will be wiped down with disinfectant at the end of each day.
- Disposable face coverings or face shields will only be worn once.
- Face coverings will be changed and face shields sanitized after the daily health check, if the employee interacted with a sick participant.
- Face shields will be sanitized after the daily health checks are completed.

- Employees who engage in health checks will wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the health checks.
- Employees interacting with multiple, stable groups, such as floaters or early interventionists, will wear a clean, outer layer of clothing when moving to a new group.
- Any employee providing direct contact care and monitoring of students or other employees displaying COVID-19 symptoms, prior to their exclusion from the program setting, will maintain six feet of physical distancing and to wear a face shield and face covering.

**Face mask recommendation for employees and illness:** Any employees providing direct contact care and monitoring of children or other employees displaying COVID-19 symptoms, prior to their exclusion from the child care setting, are recommended to wear a “face mask.” A “face mask” is medical-grade equipment, including surgical masks and N-95 respirators. A face covering and face shield must be worn if a mask is unavailable. Physical distancing must occur whether a face mask, face-covering, or face shield is worn.

**Barrier Recommendation:** Plexiglas or clear plastic barriers may be used for additional protection at an entry area, such as a front desk or student check-in area. This barrier must be at least three feet wide and four feet tall, centered at the mouth and nose level.

## Daily Activities

- Each stable group will remain in consistent and assigned indoor and outdoor physical spaces each day.
- There will be no Intermingling between groups.
- Daily activities and curriculum will support physical distancing, striving to maintain at least six (6) feet between individuals. For example, we will adjust in the following ways:
  - Eliminate large-group activities (larger than stable group).
  - Limit sharing of classroom materials and equipment between students during an activity. If sharing occurs, students 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.
  - Clean and sanitize classroom materials between uses.
  - When possible, designate supplies to one user.
  - Discontinue the use of classroom areas or materials where students must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.
  - 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 other end as the head of the person in the next bed) during naptime and overnight care.
- No field trips will be permitted unless they are conducted fully outdoors.
  - No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance.

- When going on outdoor field trips, adults and employees must wash their hands or use hand sanitizer before and after and separate stable groups as much as possible.

### **Additional Recommendations from Early Learning Division**

- Stable groups are recommended to:
  - Limit the number of students in each program space.
  - Depending on the size of the group and the age of the students, separate learning environments into individual spaces for each student.
  - Minimize time standing in lines and take steps to ensure that distance between the students is maintained.
  - Incorporate additional daily outside time, with no more than one stable group of children in one outside area at a time. Stable groups will be kept apart and in spaces at least 75 square feet per child in that area.
  - Sanitize outdoor play equipment between stable groups.
  - Increase the distance between students during table work.
  - Plan activities that do not require close physical contact between multiple students.
  - Provide students with their own materials and equipment if possible (e.g., writing utensils, scissors).
  - Incorporate assigned mats at circle time.
  - For sensory activities, employees can arrange the room for individually planned sensory activities that utilize totes or trays so each student can have their own.
  - Keep student belongings separated and in individual areas.



## Infection Prevention

Standard infection prevention efforts will be upheld including but not limited to:

- All participants will wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60–95% is allowed when an asterisk\* appears):
  - Before and after eating and preparing food.
  - Before and after administering medication.
  - After toileting or assisting with toileting.
  - After wiping a nose, coughing, or sneezing.\*
  - After coming in from outside.\*
  - Upon entering and leaving the facility.\*
  - If employees are moving between stable groups. \*
  - After sharing equipment learning materials, etc.\*
- OES will provide handwashing facilities, paper towels, and garbage receptacles that are easily accessible to children and employees.
- Hand sanitizer is stored out of reach of children when not in use.
- Teachers and assistants will build frequent hand washing into their routine and transitions.
- Respiratory etiquette will be promoted, upheld and includes:
  - Cover coughs and sneezes with a tissue or elbow.
  - Throw any used tissue away immediately into a garbage receptacle.
  - Washing hands often especially after coughs or sneezes, touching one's face and after throwing away used tissues.

## Food and Nutrition

- OES partners with Bon Appetit to provide lunch and snacks to the OES community.
- All usual food handling and storage protocols will be observed.
- Stable groups will eat in their designated location indoors or outdoors. If possible, an outdoor location will be utilized.
- OES will eliminate students serving themselves from communal platters in the manner of family-style meals.
- OES will either provide bagged and individual lunches or have one employee serve from communal dishes.
- Employees must wash their hands before and after assisting children with eating and closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other's food.
- OES will make every attempt to provide six feet of physical distancing between students during meals.
- OES will discontinue use of drinking fountains except for filling other containers such as water bottles.

## **Cleaning Procedures**

- The OES custodial team and/or employees will clean, sanitize, and disinfect high-touched surfaces (e.g., playground equipment, stationary climbing frames, door handles, sink handles) once daily and between different stable groups.
- The OES custodial team and employees will ensure safe and correct application of disinfectants and keep these products away from children following labeling directions as specified by the manufacturer.
- The OES facilities team will ensure that ventilation systems operate properly. employees will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Teachers and assistant teachers will be responsible for sanitizing and safety during the sanitization process with all classroom equipment and materials during camp. They will avoid use of items that cannot be easily cleaned, sanitized, or disinfected.

## Employee Training

- All employees are trained in the following areas:
  - OES specific health and safety practices
  - Local, state and national guidelines specific to this program and OES
  - Cardiopulmonary Resuscitation (CPR) for children and infants
  - Automated External Defibrillator (AED)
  - Basic First-aid
  - Bloodborne Pathogens
  - Cleaning and disinfection
  - Safety and Emergency Drills

## Non-Contact Infrared Thermometer (NCIT) Usage

- The OES Pre-K and ECCEW programs will use non-contact infrared thermometers (NCITs) to measure a person's temperature. NCITs will be used to reduce cross-contamination risk and minimize the risk of spreading disease.
- While typically 98.6°F (37.0°C) is considered a "normal" temperature, some studies have shown that "normal" body temperature can be within a wide range, from 97°F (36.1°C) to 99°F (37.2°C).
- Before NCITs are used, employees will be instructed on procedures. It is important to understand the benefits, limitations, and proper use of these thermometers. Improper use of NCITs may lead to inaccurate measurements of temperature.

## Program Suspension or Closure

- Stable groups will be suspended if any of the following occur:
  - An individual within a stable group is identified as a positive or presumptive COVID-19 case.
  - [Washington County Public Health Division](#) recommends suspending the stable group.
- Student programs will be suspended or closed and/or campus closed in its entirety if any of the following occur:
  - OES determines a risk to our community, as governed by the [Reopening Oregon plan](#).
  - [Washington County Public Health Division](#) recommends closure because one or more individuals on the OES campus tests positive for COVID-19 or is identified as a presumptive case by a medical professional.
- OES will communicate any changes or increased risk of exposure to our community in conjunction with Washington County.

## Health Information Resources

### ***Oregon Episcopal School***

[COVID 19](#)

### ***Washington County***

[COVID 19](#)

[School Health](#)

[Communicable Disease](#)

### ***Oregon Health Authority (OHA)***

[COVID 19](#)

[Diseases & Conditions](#)

### ***Oregon Department of Education (ODE)***

[Oregon Department of Education \(ODE\)](#)

[Early Learning Division](#)

[Ready Schools, Safe Learners](#)

### ***Center for Disease Control (CDC)***

[Healthy Schools](#)

[COVID19](#)

### ***World Health Organization (WHO)***

[School Health](#)

[COVID19](#)

### ***American Heart Association***

[CPR & First-Aid](#)

### ***Federal Emergency Management Agency (FEMA)***

[COVID19](#)

*The ECCEW program is subject to the rules for certified child care providers as regulated by the Early Learning Division of the Oregon Department of Education, 503-947-1400; 1-800-556-6616*