



**CHILD CARE AND EARLY EDUCATION:
COVID-19 HEALTH AND SAFETY PLAN**



PJA Proud

Portland Jewish Academy

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: Erika Saiers, Alex Schroeder, and Allison Hernandez

1.1	<p>Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</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>
1.2	<p>Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</p>
1.3	<p>Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</p>
<p>Plan to meet these requirements:</p>	
<p>Each classroom has been assigned a 10 minute drop off and pick up window, so that classroom pods are not overlapping while entering and exiting the building. Families drop off and pick up their children outside of the building, and as they wait they maintain appropriate distance, aided by social distances adhesives on the ground. Families have been encouraged to have one adult pick up their child, and we require that they always wear masks, which is further encouraged by signage. If needed, we provide disposable masks, clean pens, and hand sanitizer. As age appropriate, children practice waiting for their classmates and walking distanced, on the social distance adhesives, as they travel throughout the building to their classrooms.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	

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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> → <i>See Section 8 for detailed handwashing guidance and planning.</i>
Plan to meet this requirement:	
Preschool children and children two and older have access to hand sanitizer at our check in station before they enter the building, and they then wash their hands immediately when they enter their classroom. Our toddler classes enter their classrooms from an outside exit and proceed to washing hands immediately upon entering, and our infant children do not use hand sanitizer because of their age.	
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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.	
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:	
An administrator or classroom educator completes the check in process on an iPad to maintain distance and minimize touching of surfaces. When a pen is needed to sign an accident or incident report at the end of the day, clean pens are available, which are sanitized after each use. Hand sanitizer is also available at this time.	
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?	

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Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.

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: Erika Saiers, Alex Schroeder, and Allison Hernandez

2.1	<p>Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</p> <p>→ See “Recordkeeping” section to document the health check.</p>
2.2	<p>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.</p>
2.3	<p>Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required questions.</p> <p>★ Refer to Appendix for OCC COVID-19 Daily Health Check and OCC COVID-19 Daily Attendance Log.</p>
2.4	<p>Staff members may self-screen and attest to their own health on a daily basis.</p>
Plan to meet these requirements:	
<p>We utilize an app, Remini, for communication with families, including for the daily health questionnaire. Families can fill out the questionnaire in advance to help shorten the drop off time each morning, or alternatively the staff member checking children in can complete the questionnaire on their behalf, which is then done verbally to minimize contact. The staff member also takes each child and staff member’s temperatures before they enter the building. Substitute educators or others entering the building midday also answer the health questionnaire and have their temperature taken.</p>	
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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be</p>	

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<p>posted on our school website, which families will be made aware of via email.</p>	
2.5	<p>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.</p>
<p>Plan to meet this requirement:</p>	
<p>The app we are using, Remini, includes a screen that allows us to confirm that the daily health questionnaire has been completed for each child or educator entering the building. We check temperatures though do not record the temperatures in the app.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
2.6	<p>★ Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</p>
2.7	<p>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.</p>
<p>Plan to meet this requirement:</p>	
<p>All educators wear face masks, either disposable or cloth. Health screeners wear long sleeves, and gloves. Infant educators also wear long sleeves and change their coverings before attending to another child. Safe keepers (floaters) that work in two classrooms change their coverings between classrooms. We have daily laundry available on site for</p>	

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laundering of these items. We also have face shields and clear face masks available for use. As of November 30th, 2020, we have made KN95 masks available to educators each morning, and asked that educators do not have their masks off to eat in the classrooms with the children. We have also made more break spaces available for educators to so that they can eat lunch individually.

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

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

Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email. Our November 30th updates were shared with families on December 1st via email.

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: Erika Saiers, Allison Hernandez, and Alex Schroeder

<p>3.1</p>	<p>Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</p> <p>→ <i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i></p>
<p>3.2</p>	<p>Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</p>
<p>3.3</p>	<p>Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</p>
<p>3.4</p>	<p>If a program is part of a K-12 school, this information can be recorded and incorporated into the school’s records for contact tracing.</p>
<p>Plan to meet these requirements:</p>	
<p>Our app, Remini, keeps attendance records, and this includes documenting who may have been in the classroom outside of the stable group, such as someone covering a lunch break or bathroom break. For example, if our director, Erika Saiers, covers a lunch break in a classroom, the exact time she enters and exits the classroom will be documented on the daily attendance for that classroom. Remini has multiple forms of history reports that can be accessed, and additionally our registrar prints and stores a hard copy of the attendance for each day.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></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: All educators

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:

Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions. When follow up communication has been needed, we use both email and the Remini app. We encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators will also be conducting a virtual curriculum night in October, and virtual family conferences in November. Our health and safety plan will be posted on our school website,

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<p>which families will be made aware of via email. Thus far we have not had any visitors in the building. Collaboration with MECP and other organizations for support of children with IFSPs is conducted virtually. Additional cleaning and maintenance takes place outside of program hours. We have shared with families that they are welcome to come in and breast feed if they would like.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
<p>4.7</p>	<p>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.</p>
<p>4.8</p>	<p>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.</p>
<p>4.9</p>	<p>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.</p>

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: All educators

5.1	<p>Assign and keep children in stable groups with the same assigned adults. → A new child may be added or moved to a different stable group if it is a permanent change.</p>
5.2	<p>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.</p>
5.3	<p>Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same. → Staff and children are not required to physically distance from adults or children within their stable group.</p>
5.4	<p>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:</p> <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 programming. • Maintain ratios during staff breaks (e.g., floaters). • Provide service to the facility that cannot take place outside of program hours.

Plan to meet these requirements:

Currently our program has eleven classrooms; each class spends the school day in their classrooms and engaging in outdoor activities at designated times, so that there is no overlap with other classrooms. Currently, we don't travel around the school building to take walks, see specialists, or visit other spaces so that each group remains distanced from each other. Educators practice physical distancing with other educators outside of their stable group. Staffing is set and does not change, with one to two educators in each classroom. A safekeeper is designated to float between just two classrooms to cover breaks, lunches, and sanitizing duties. When substitute educators are needed we strive to be as consistent as possible in regards to stable groups. Only educators and administrators enter classrooms at this time; all services happen virtually and maintenance happens after program hours. We have 4 outdoor spaces for children to use. Our spaces include our playground for children ages 2-5 which has been divided into two spaces, our Infant Toddler playground which has

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also been divided into two spaces, our Outdoor Classroom, and a larger playground on our campus which has three spaces within it: basketball courts, play structure, and field/nature area. We have a specific schedule for all outdoor spaces, so that each space is only used by one class at a time. After use by each class all outdoor spaces are sanitized. Most classes go outside 2 – 3 times each day, in the morning and often again in the afternoons. As of November 30th, 2020, we have updated our staffing structure so that we have an additional in house substitute educator available, and were able to lessen the overlap of staff in classrooms in the Preschool program.

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

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

Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email. Our November 30th updates were shared with families on December 1st via email.

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>→ <i>For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.</i></p> <p>→ <i>For providers operating in counties in Baseline, see Requirements 5.13 through 5.16 of the Guidelines.</i></p>

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5.9 – 5.16	★ <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>
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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: Erika Saiers and Allison Hernandez

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.
Plan to meet this requirement:	
<p>All educators, as well as anyone who enters the building, wears a face mask. We have cotton masks for educators, as well as disposable masks. We also have access to laundry to wash masks and scrubs as needed. As of November 30th, 2020, we have KN95 masks available at both of our check in stations.</p>	
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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email. Our November 30th updates were shared with families on December 1st via email.</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:

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	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
6.3	Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.
6.4	Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if: <ul style="list-style-type: none"> ○ requested by the parent/guardian, ○ the face covering or face shield fits the child’s face measurements, and ○ the child is able to remove the face covering or face shield themselves without assistance.
6.5	If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must: <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:	
<p>We are supporting children ages two and up, whose families would like them to, to wear masks. We have suggested families bring multiple clean masks and we keep those in a zip lock bag or Tupperware storage container. Educators work with children on mask education as age appropriate. Some classes have been reading social stories about the importance of wearing masks as a Mitzvah, and one of our PreK classes in which all children happen to be wearing masks, have masks written in to their daily schedule (for example, wash hands, take masks off, store properly, wash hands, sit down for lunch). We have some Kindergarten aged children that turned five by the beginning of September, and we support them to wear masks at school as required by the ELD, unless they are not able to as documented for health reasons. As of November 30th, 2020, we are strongly encouraging children ages two and up to wear masks at school. Families have been accommodating, and we are continuing to work with children in an age appropriate way, knowing that learning to wear a mask is a process.</p>	
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?	

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<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email. Our November 30th updates were shared with families on December 1st via email.</p>	
<p>6.6</p>	<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.
<p>6.7</p>	<p>Ensure children under two years of age <u>never</u> wear a face shield or face covering.</p>
<p>6.8</p>	<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.
<p>6.9</p>	<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.
<p>6.10</p>	<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>	

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Children under two never wear masks, and children over five with a documented need not to engage in wearing a mask will be supported as needed. All children are supported to wash hands before and after handling their masks, and educators use social stories and other educational tools to educate children about the importance of and how to properly wear masks. Face masks are replaced daily, often more frequently for children, whether they are cloth or disposable.

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

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

Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.

6.11 **Require disposable face coverings or face shields to be worn only once.**

6.12 **Face coverings must be changed after a daily health check if the adult interacted with a sick child.**

6.13 **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.**

Plan to meet these requirements:

Educators and families are aware that disposable face coverings can only be worn once. We provide extra face coverings for educators, and families bring multiple masks for children. Face coverings are changed are health screenings in which the educators interacts with a sick child. At this time we do not use face shields for the health screenings, though they are available if needed. We have KN95 masks on hand for any staff member waiting with a child who is getting picked up that has fever, unusual cough, or shortness of breath symptoms.

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

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

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<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
<p>6.14</p>	<p><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.</p>
<p>Plan to meet this requirement:</p>	
<p>The two staff members who conduct health screenings each morning wear a long sleeve outer layer of clothing, which is removed after the check in process. Safe keepers (floaters) keep multiple outer layers, and change when going back and forth between their two designated classrooms. Laundry is done on site so educators can wash their outer layers or scrub tops if they prefer, and we have provided scrub tops for the staff members that need them.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
<p>6.15</p>	<p>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</p>

COVID-19 Health and Safety Plan

	feeding infants, and for hair to be tied back if necessary.
Plan to meet this requirement:	
<p>Infant educators wear scrub tops when feeding infants and tie back long hair as needed. We provide long sleeve scrub tops for educators and do laundry on site.</p>	
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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
6.16	Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.
Plan to meet this requirement:	
<p>Children that present possible symptoms of Covid-19 will be separated from their class group and supervised away from other children in an office space until their parent can pick them up. An administrator will wait with the child and wear a KN95 face mask, and maintain 6 feet of distance.</p>	
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?	

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Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.

6.17	Require clothing to be changed after being soiled by bodily fluids.
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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: All educators

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>
<p>Plan to meet this requirement:</p>	
<p>We are grateful to have multiple outdoor spaces for use on our campus and have been enjoying utilizing those. We have a few groups planning to take field trips to a nature trail nearby; they will wash hands before the leave and after they return, obtain permission slips from families, walk to their destination, and go as a single class group so as not to interact with other classes. In regards to sleeping setups; we maintain 36 inches between mats and cribs during this time.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	
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>
<p>Plan to meet this requirement:</p>	
<p>Educators have been creative in offering engaging individualized option for children. This includes individual book bags, lego sets, art kits and rest time boxes for exploration and play. When playing with a group material, such as dinosaurs and blocks, children wash hands after engaging in play, and the materials used are sanitized according to ELD guidelines.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Note in Section 13. Professional Development)</i></p>	

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What information will you share with families about this part of your plan?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
7.4	<p>Clean and sanitize classroom materials between uses.</p> <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 Sanitation Recommendations & Cleaning Schedule.</u></p>
7.5	<p>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.</p>
Plan to meet these requirements:	
<p>We are no longer using shared sensory tables or materials, instead educators have created individual sensory opportunities for children, such as their own bag of play dough, floam, or other sensory exploration options. Both of our outdoor sandboxes are closed and covered.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	

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: All educators

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:	
<p>Educators support all children in washing their hands regularly, specifically before and after each activity listed above. Educational opportunities around hand washing are also used, such as talking about how to properly wash hands, reading social stories, and using visual aids. Each classroom has a sink for hand washing inside the classroom. Hand sanitizer is always stored out of reach of children.</p>	
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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</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: All educators

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:	
<p>Currently, we are no longer serving any food at school unless it has been packed by the family. Families pack a lunch and two snacks for their child each day, and bring a water bottle which stays at school. Mealtimes are closely supervised so there is no sharing or touching of other children’s food. In some of our younger classrooms, children are using trays to help further define their meal spaces.</p>	
Training needed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Note in Section 13. Professional Development)	
What information will you share with families about this part of your plan?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
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:	
<p>We have communicated with families that they are welcome to come and breast feed if they prefer, with advance notice so we can assure that the space is sanitized and have someone meet them at the door. We have an empty classroom with a glider chair to be used for this purpose if needed.</p>	

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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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	
9.5	Discontinue use of drinking fountains except for filling other containers such as water bottles.
Plan to meet this requirement:	
<p>Our drinking fountain is closed; with both a sign and a chair by it to prevent usage. Educators use sinks and Brita filters to fill children’s water bottles.</p>	
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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	

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: All educators

<p>10.1 – 10.4</p>	<p>★ 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).</p>
<p>Plan to meet these requirements:</p>	
<p>We have engaged in a significant amount of staff training on the specifics of sanitizing and disinfecting practices. Currently we are using Sani-T10 Plus for our sanitizing solution, and a bleach solution made daily for our disinfecting solution. Each classroom has a weekly cleaning log, documenting each requirement from the August 14th ELD guidelines on Cleaning and Building Maintenance, and each educator signs off that each task is completed each day. We have communicated carefully with our nightly maintenance team about the remaining procedures they are in charge of, and have been diligent and understanding and using chemicals properly to be as safe as possible in our environment. We also have a daily laundry schedule to launder classroom soft goods such as pillows, etc. We also sanitize each playground/outdoor space before use by the next stable class group.</p>	
<p>Training needed? <input type="checkbox"/> No <input checked="" 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>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	

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: Erika Saiers and Allison Hernandez

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

COVID-19 Health and Safety Plan

	for 14 days.
Plan to meet these requirements:	
<p>In the event of a positive Covid-19 diagnosis in one of our students or staff members, we will immediately inform all families and staff of the diagnosis. We will report the diagnosis to the Early Learning Division, as well as Multnomah County, through our contact Greg Belisle at 503-988-0061. In conjunction with ELD, Multnomah County, and our other programs here at Portland Jewish Academy, we will make a decision about any classrooms that need to close and for what length of time. During this closure, additional building cleaning will take place. We understand the importance of the timeliness of the communication and the need to inform families that they then need to quarantine at home for 14 days.</p>	
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?	
<p>Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.</p>	

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: N/A

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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: Alex Schroeder

Erika Saiers, Allison Hernandez

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:	
Our registrar keeps a tracking log and calendar of each staff members training expiration dates, so that we can ensure all educators have first aid and CPR as well as the rest of the safety set. As a group we offer CPR at our school once every two years, the next session will be in August 2021. The director and assistant director share professional development opportunities with educators.	
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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.	
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:	

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During our In-service, the week of August 24th, 2020, we spent over 8 hours reviewing the Health and Safety Guidelines put forth by the ELD on August 14th. We have also had follow up meetings and staff emails with additional information when needed. Any new staff members or subs read the ELD guide and meet with our assistant director to review it.

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

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

Families were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.

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: Allison Hernandez

Erika Saiers

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:	
The director and assistant director will discuss the Health and Safety plan at our regular meetings, and update it throughout the year as needed. The plan will be posted in our office by our license, and on our website on our family resources page. We will notify families via email that and where it can be found.	
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 were informed of our new operating procedures in our registration agreement; we also offered age specific Zoom informational sessions with our director so that families had the opportunity to hear about changes to the program and ask specific questions, both in June and again in August. When follow up communication has been needed, we use both email and the Remini app. We have encourage families to look at the ELD website, and have shared with them the exclusion summary chart to help them better navigate illnesses. We offered a virtual open house in August so that families could see their classrooms and meet their new educators; preschool educators conducted a virtual curriculum night in October, and will host virtual family conferences in November. Our health and safety plan will be posted on our school website, which families will be made aware of via email.	



The COVID-19 Health and Safety Plan must be completed within 45 days of ELD’s issuance of this template on September 25 (per p. 62 of the Guidelines).