

## Health & Safty Plan

### SECTION 1: REQUIREMENTS FOR DROP-OFF & PICK-UP

- Parents or caregivers should drop off or pick up children from outside of the facility.
- Parents or caregivers have to wear a face shield or face covering during drop-off or pick-up.
- Require parents or caregivers during drop-off or pick-up to maintain physical distance.
- Parents must wear a mask at drop-off/pick-up.
- We will provide hand sanitizer between 60%-95% alcohol at the entrance.
- We will put out a jar of sanitized pens by the door every day. Also, we will make a “used pen” jar.

### SECTION 2: REQUIREMENTS FOR DAILY HEALTH CHECK

- We will conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering the program.
- We will designate a 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.
- We will make sure that staff members may self-screen and attest to their own health on a daily basis.
- We will check temperature daily and fill the Attendance log.
- We will put the sign/poster for face covering and social distancing outside the building.

### SECTION 3: REQUIREMENTS FOR RECORDKEEPING

- We will Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group).
- We will indicate required information in each daily log.

### SECTION 4: REQUIREMENTS FOR FAMILY ENGAGEMENT

- We will inform families of the requirements for operating during COVID-19, how programs are operating differently during this time.
- We will communicate requirements that families must follow, including drop-off and pick-up procedures.
- We will provide information related to the facility and COVID-19 to families in a manner that they can understand.
- We will engage families in formal activities by conducted in-person such as parent-teacher conferences, council meetings, or other typically in-person activities, conduct virtually or via telephone.
- We will allow family members to enter the facility if there is a concern for the health and safety of their child. We will make sure family members entering the facility must follow requirements for adults in the facility.
- We will permit families seeking enrollment to visit the facility only when children are not present. Only one family may visit the facility at a time; and the family must comply with daily health check and recordkeeping requirements, wear a face shield or face covering, and maintain physical distancing.

### SECTION 5: REQUIREMENTS FOR GROUP SIZE & STABLE GROUPS

- We will assign and keep children in stable groups with the same assigned adults.
- Require staff to practice physical distancing (i.e., six feet) always within the facility with adults, as well as other staff who are not usually with the same stable group.
- 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.
- We will make sure that staff assigned to a stable group is inside the classrooms.
- Staff-to-child ratios will be maintained.

### SECTION 6: REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR CHILDREN AND ADULTS

- We will make sure all the staff, contractors, other service providers, or visitors or volunteers members has face coverings and face shields follow by CDC guidelines.
- All 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.
- All 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.
  - Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands.
  - We will make sure that children are supervised when using hand sanitizer, and it will be stored out of reach of children when not in use.
- Require face coverings to be washed daily or a new face covering to be worn daily.
  - After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others.
- A face shield must be wiped down with disinfectant at the end of the day after use.
- 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.
- We will 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.
- Require clothing to be changed after being soiled by bodily fluids.

### SECTION 7. REQUIREMENTS FOR DAILY ACTIVITIES

- We will conduct fully outdoor field trips. Like nature walks, park etc.
- When going on outdoor field trips:
  - Adults and children must wash their hands or use hand sanitizer before and after.
  - We will keep stable groups separated from each other and away from other children as much as possible.
- We will maintain at least 36 inches between the tables/chairs in the classroom.
- Limit sharing materials and board games/toys between children during an activity. If sharing occurs, we will encourage children to wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.



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## **SECTION 8. REQUIREMENTS FOR HANDWASHING & GENERAL HYGIENE**

- Require staff and children must 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 lunch/snack.
  - Before and after passing out snack.
  - 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 childcare facility.
  - After sharing board games/toys, learning materials, etc.
- We will make hand washing materials easily accessible to each stable group.
- Hand sanitizer will be stored out of reach of children when not in use.

## **SECTION 9: REQUIREMENTS FOR FOOD & NUTRITION**

- Packed snack will be provided to children.
- Water bottles will be used for drinking water.

## **SECTION 10: REQUIREMENTS FOR CLEANING & BUILDING MAINTENANCE**

- Gloves must be worn, reusable rubber gloves for general cleaning, but disposable gloves for:
  - Cleaning around a sick person
  - Blood or other bodily fluids
  - Cleaning, rinsing, and sanitizing board games/toys daily
- We will make sure all the gloves and cleaning supplies are accessible for staff use.
- We will disinfect the classroom at the end of the day.

## **SECTION 11: REQUIREMENTS FOR RESPONDING TO POSSIBLE AND CONFIRMED CASES OF COVID-19**

- If any child gets sick, we will separate the child from the group and inform parents.
- Decisions about required closure will be made in conjunction with Early Learning Division staff and the local public health authority.
- We will 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.
- Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.
- We will notify the local public health authority and the Office of Child Care if anyone who has entered the facility diagnosed with COVID-19. We will immediately contact their local public health authority and licensing specialist.
  - 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>