



Child Care Facility COVID 19 Health and Safety Plan Template

Each child care facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility's COVID-19 child care activities. As with all emergency plans, the COVID-19 Health and Safety Plan developed for each child care facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of-Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a facility's COVID-19 Health and Safety Plan, with a focus on training and communications, to ensure all stakeholders are fully informed and prepared for aspects of phased-in reopening or continuing to operate with a waiver during COVID 19. OCDEL recognizes that many child care providers have developed and are currently implementing their plans, whereas others are in the beginning phases of developing their plan. Though plans do not need to take the form of this template, providers should ensure that all elements of this template are included in their plans and adjust accordingly. A child care facility's COVID-19 Health and Safety Plan should be shared with all families and staff and posted in a conspicuous area. Child care facilities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the COVID-19 Health and Safety Plan.

Each child care facility should continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions should be shared with all families and staff and posted in a conspicuous area. Child care providers are not required to use this specific plan, but the following elements must be addressed in any plan format selected by the provider:

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning/sanitation procedures.

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COVID-19 Health and Safety Plan

All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a child care population. The goal is to keep transmission as low as possible to safely continue child care activities.

This planning tool is intended to guide those child care programs who are temporarily closed and planning how to reopen in the future. Programs already open and serving children and families can also use the tool to determine activities to improve or enhance health and safety protocol while operating under COVID-19.

Use the template to document your facility's plan to bring back children and staff, how you will communicate the type of reopening or operations with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for child care operations and potential adjustments throughout the year. Some key questions to consider while developing your COVID-19 Health and Safety Plan:

- How do you plan to bring children and staff back to facilities, particularly if you still need social distancing in place?
- How will you develop and communicate drop-off/arrival procedures?
- How will you implement screening procedures?
- How will you implement routine disinfecting/sanitization procedures?
- How will you communicate your plan to your staff and families?

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Office of Child Development and Early Learning (OCDEL) and/or the Pennsylvania Department of Health (DOH) impacting child care operations and causing them to cycle back and forth between less restrictive to more restrictive requirements which may occur as public health indicators improve or worsen. This means your facility should account for changing conditions in your COVID-19 Health and Safety Plan to ensure easy transition from more to less restrictive conditions in each of the phase requirements as needed.

- **This document is divided in two parts. Pages 4-12 are designed to guide plan responses, pages 13-16 are designed to be the consolidated Health and Safety Plan. Regardless of whether a facility chooses to use this template, the facility's Health and Safety Plan must be shared with staff and enrolled families. It is strongly suggested that the plan be posted in a location accessible to families and when possible posted on the facility website.**

Health and Safety COVID-19 Coordinator

Each child care facility should identify a person or persons responsible for health and safety preparedness and response planning during child care operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for child care operations and potential adjustments to the COVID-19 Health and Safety Plan.

Key Strategies, Policies, and Procedures

Once your child care facility has determined to reopen and established a Health and Safety Coordinator, use the action plan templates on the following pages to create a thorough plan. Providers should utilize the direction discussed in the announcement, [Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic \(Announcement: C-20-06\)](#). For each section of the COVID-19 Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your child care facility will employ to satisfy each area of the plan. The summary will serve as the public-facing description of the efforts your child care facility will take to ensure health and safety of every stakeholder in your child care community. Thus, the summary should be focused on the key information that staff, children in care, and families will require to clearly understand your COVID-19 Health and Safety Plan. You can use the key questions to guide your summary.

For each requirement within each domain, document the following:

- **Action Steps:** Identify the specific adjustments the facility will make to the requirement during the time period the programs is open or reopening. List the discrete action steps for each requirement in sequential order.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Recommended:** In order to implement this requirement effectively, will staff, children, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory requirement of the plan. All other requirements are highly encouraged to the extent possible.

Face Masks

Key Questions

- How will you ensure staff have accessibility to cloth face masks?
- How will you implement staff wearing cloth face masks?
- What protocols will you put in place to ensure staff are wearing masks throughout the day?
- In circumstance where children have been identified to wear face masks, how will you implement?

Summary of Responses to Key Questions:

- We will provide disposable masks for all staff members.
- All staff are mandated to wear masks unless they qualify for a medical exception.
- As of the writing of this plan, the Governor’s July 1, 2020 order regarding mask-wearing is in place.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* Use of face coverings (masks or face shields) by all staff and visitors	Per the Governor's July 1, 2020 order, require that staff wear masks at all times unless they qualify for a medical exception. Provide disposable face masks.	Trish McKeown Executive Director	Disposable face masks	
* Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)	Per the Governor's July 1, 2020 order, require that staff wear masks at all times unless they qualify for a medical exception. Provide disposable face masks.	Trish McKeown Executive Director		

Cleaning, Sanitizing, Disinfecting and Ventilation

Key Questions

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children’s safety in care?

- What protocols will you put in place to clean and disinfect high-touch surfaces throughout an individual day?
- Which staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided?

Summary of Responses to Key Questions:

- We will implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety with the following frequency. Cafeteria tables and KidsCare supplies will be cleaned and sanitized at the end of the program. This will include frequently touched surfaces. We will follow CDC Guidelines for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. Ventilation procedures will include staff members opening windows at the beginning of each day as the temperature and facility allow. We will clean student desks/tables on a frequent basis. Students and staff will sanitize/wash hands on a frequent basis. We will make hand sanitizer available in common areas, hallways, and/or on playgrounds. Staff and students will be permitted to bring water bottles from home including single-use water bottles.
- During the program, high touch areas and surfaces will be cleaned at least twice a day.
- All staff will participate in an in-depth training on cleaning, sanitizing, disinfecting, and ventilation protocols. The training will be held in August for all employees. The preparedness to implement the training will be measured by checklists completed by supervisors who observe their work.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)	All high-touch surfaces will be cleaned at least twice a day Students and staff will be directed to sanitize/wash hands on a frequent basis. Hand sanitizer will be available in common areas. Windows will be opened for ventilation where feasible.	Trish McKeown, Executive Director KidsCare Site Instructor	Disinfectant solution Cleaning cloths Disinfectant spray Hand sanitizer	

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	Increase the introduction of outside air as much as possible, conditions permitting.		None	

Social Distancing and Other Safety Protocols

Key Questions

- How will child care spaces be organized to mitigate spread?
- How will you group children in care with staff to limit the number of individuals who come into contact with one another throughout the day?
- What policies and procedures will govern use of other communal spaces within the facility?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the day?
- How will you adjust transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- Cafeteria/classrooms will be organized to mitigate spread by separating tables. Where tables are used, students will be spaced 6ft. apart as possible. Students will face the same direction for seating configurations, when feasible. Assigned seating will be used when feasible, to facilitate contact tracing, when necessary. Program administrators have evaluated available space to determine the maximum number of students who can occupy spaces within the program within the guidelines provided.
- Staff will be assigned to a permanent location and use of alternative staffing will be limited when feasible.
- To increase social distancing in communal spaces, procedures will be developed for student arrival to eliminate large gathering of students. Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line.

Communal water fountains will be closed. On the playground, students may only gather in small groups and we will procedures that will support contact tracing.

- Outdoor space can help meet social distancing needs by offering more ventilated space to gather and by offering an alternative setting for students. Weather permitting, snack and special activities can move outside in lieu of the cafeteria.
- Hygiene routines that will be implemented throughout the program day include requiring individual hand sanitizing/washing before and after eating and using the bathroom. Periodic reminders about washing hands will also be utilized. Signage will be used to reinforce reminders about hygiene protocols for sneezing and coughing.
- Our program does not transport students in any way. We are 100% parent transport.
- Visitors and volunteers will not be permitted unless approved by the Executive Director in the case of an extraordinary circumstance. All parents who arrive to pick up their children must participate in the screening procedures. Outside support professionals (for example, behavior support-professionals, specialists) are not considered visitors and would be permitted to enter as long as they adhere to the self-monitoring and program guidelines.
- Transition times and procedures for different grade levels will be in place.
- All staff will be trained on social distancing and safety protocols in August before the first day of the program. Preparedness will be measured through observation by their supervisors.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Child care space occupancy that allows for 6 feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping	Cafeteria tables will face the same direction and be spaced at 6ft apart. Create procedures to limit interaction in the cafeteria and hallways.	Trish McKeown, Executive Director KidsCare Site Instructor	Measuring tape Visual aides to mark distance	

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided	Procedures will be developed so students cannot gather in program space. Students must adhere to signage. Communal water fountains will be closed. Encourage special activities to move outside.	Trish McKeown, Executive Director KidsCare Site Instructor	Signage	
* Hygiene practices for children in care and staff including the manner and frequency of hand-washing and other best practices	Require individual hand sanitizing/washing Periodical reminders for students and staff to wash hands will be provided.	Trish McKeown, Executive Director KidsCare Site Instructor	Hand sanitizer Hand soap	
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs will be displayed at the entrance to the program. Signs will be displayed throughout the room.	Trish McKeown, Executive Director KidsCare Site Instructor	Signs	
Identifying and restricting non-essential visitors and volunteers	Visitors and volunteers will not be permitted unless approved by the Executive Director. All visitors must participate in the screening procedures.	Trish McKeown, Executive Director KidsCare Site Instructor	Signs Visitor logs	
Handling outdoor play consistent with the CDC Considerations	Recommend sanitizing materials used in recess when feasible.	Trish McKeown, Executive Director KidsCare Site Instructor	Sanitizing wipes	

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the sharing of materials among children in care	Students will have their own supplies where feasible. Communal materials will be sanitized between use.	Trish McKeown, Executive Director KidsCare Site Instructor	Supplies for students Sanitizing wipes	
Staggering the use of communal spaces and hallways	Create procedures to limit interaction in program spaces.	Trish McKeown, Executive Director KidsCare Site Instructor	Revised schedule	
Adjusting transportation schedules and practices to create social distance between children in care	No transportation of students is necessary.		None	
Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care	Arrange students to face the same direction for seating. Avoid across the table seating. Assign seating to facilitate social distance and contact tracing, when necessary.	Trish McKeown, Executive Director KidsCare Site Instructor	Seating charts	
Coordinating with local schools regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Coordination with School District Health and Safety Plan.	Charllie Stough, CEO	None	
Other social distancing and safety practices	Inter-group activities will not take place.	KidsCare Site Instructor	None	

Monitoring Children and Staff Health

Key Questions

- How will you screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the screening take place?
- When and how frequently will you monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness?
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- What conditions will a staff or child confirmed to have COVID-19 need to meet to safely return to the facility?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?
- When and how will families be notified of confirmed staff or child illness or exposure and resulting changes to the COVID-19 Health and Safety Plan?
- Which person will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification?
- Which persons will be trained on protocols for monitoring children and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

- Students and staff will be monitored to ensure they are healthy and not exhibiting signs of illness. Parents and staff will be asked to self-monitor at home before sending children to the program. The first teacher that comes in contact with students will remind students of the signs and symptoms of COVID-19. The teacher will evaluate any individual who presents symptoms which includes taking the temperature of individuals who present with symptoms.
- If a students or staff member becomes ill or had been exposed to an individual confirmed positive for COVID-19, we will do the following:
 - Require the individual to wear a mask, if feasible
 - Isolate the individual within the program until a parent or designated person can pick up the individual
 - Have an area for isolation that is separate from others, and is easy to disinfect
 - Notify the Bucks County Health Department of all positive COVID-19 tests

- The KidsCare Instructor, in coordination with the Executive Director, will be responsible for making decisions regarding quarantine or isolation of staff or students. The Executive Director or CEO will confer with the Director of the Bucks County DOH as needed to assist in making these determinations.
- We will require clearance from a medical provider before a student or staff member who is confirmed to have COVID-19 returns to the program.
- We will consult with the Bucks County Health Department on decisions impacting the closure of the program. We will notify families in the event of a confirmed case of COVID-19 using strategies similar to other infectious diseases. Notification would take place via emails to families and posting on our websites. We would consider closing a program ONLY IF the Bucks County Health Department indicates the necessity to do so.
- All staff will be trained on the protocols for monitoring student and staff health in August before the first day of the program. Preparedness will be measured through observation by their supervisors.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring children and staff for symptoms and history of exposure	We will train all staff, students, and families on the signs and symptoms of COVID-19 and the importance of staying home if you are symptomatic.	Trish McKeown, Executive Director	Copies of the Bucks County Health Department's Signs and Symptoms of COVID-19 Checklist (electronic and hard copy)	
* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure	If a student or staff member becomes ill or has been exposed we will do the following: Require the individual to wear a mask. Require the individual be picked up from the program. Isolate the individual. Require any individual who is sent home with symptoms to get a COVID-19 test or medical clearance prior to returning. Notify the Bucks County Health Department of all positive COVID-19 tests. Support and respond to the contact tracing led by the Bucks County Health Department.	Trish McKeown, Executive Director KidsCare Site Instructor	Infrared thermometers Adult sized masks Isolation area	

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, children, or visitors to the facility	A clearance from a medical provider or the Bucks County Health Department will be required before a student or staff member returns to the program. We will confer with the Bucks County Health Department to determine the length of time an individual should be removed from the program and when clearance should be provided for return.	Trish McKeown Executive Director		
* Notifying staff and families of suspected or confirmed cases of COVID-19	Notification would take place via emails to families and posting on our websites.	Charlie Stough CEO	None	
*Reporting to DOH and Certification	We will confer with the Director of the Bucks County DOH as needed to assist in making these determinations.	Charlie Stough CEO	None	
Other monitoring and screening practices	No release of impacted student and staff names would happen without coordination with the Bucks County Health Department and consultation with the program's solicitor.			
Notifying staff and families of facility closures	Notification would take place via emails to families and posting on our websites.	Charlie Stough CEO	None	

Other Considerations for Children and Staff

Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?

- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return?
- What special protocols will you implement to protect children and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver?

Summary of Responses to Key Questions:

- We will survey the staff for their ability and willingness to return to the program. Staff that is unable or uncomfortable to return will be able to forego the school year.
- We will survey the parents to determine which children are willing and able to return to the program.
- To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to the program using increased social distancing strategies for the student and staff. Staff who are high risk will be permitted to wear clear face shields, in additions to masks when meeting face-to-face and interacting with others in the program.
- We will employ a floater staff member to substitute in the event of staff illness.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting children and staff at higher risk for severe illness	We will develop a student-specific plan that facilitates his/her safe return to the program using increased social distancing strategies for the student and staff.	Trish McKeown Executive Director KidsCare Site Instructor	Face shield Disposable face masks	
Unique safety protocols for children with complex needs or other vulnerable individuals	Staff who are high risk will be permitted to wear clear face shields, in additions to masks when meeting face-to-face and interacting with others in the program.	Trish McKeown Executive Director	Face shields Disposable face masks	

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	We will employ a floater staff member to substitute in the event of staff illness.	Trish McKeown Executive Director	Substitute lists	

COVID-19 Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all staff, children (as age appropriate), and parents to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional development plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Disinfecting, Sanitizing and Ventilation	All staff members	Trish McKeown, Executive Director	In-person training	Handouts	8/25/2020	8/25/2020
Review Health & Safety Plan	All staff members	Trish McKeown, Executive Director	In-person training	Handouts	8/25/2020	8/25/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
COVID-19 Protocols for monitoring students and staff	All Staff members	Trish McKeown, Executive Director	In-person training	Handouts	8/25/2020	8/25/2020
COVID-19 Social distancing and safety protocols	All staff members	Trish McKeown, Executive Director	In-person training	Handouts	8/25/2020	8/25/2020

COVID-19 Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Facilities should be particularly mindful that frequent communications are accessible in primary languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, facilities should establish and maintain ongoing communication with their certification representative or regional office.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health and Safety Plan	KidsCare Community (families, staff)	Charlie Stough, CEO	Website posting, email	8/21/2020	8/21/2020
Current County Mitigation Levels	DOH and KidsCare Community	Charlie Stough, CEO	Website and email review	8/21/2020	continuous

COVID-19 Health and Safety Plan Summary:

KidsCare of Pennridge

Plan Date: 8/17/2020

Anticipated Reopening Date, if applicable: 9/2/2020

Use these summary tables to provide your staff, facilities, and other invested persons with a detailed overview of your Health and Safety Plan. Facilities are required to share with staff and children this summary on their website. To complete the summary, copy and paste the summaries from the COVID-19 Health and Safety Plan tables above.

Face Masks

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Use of face coverings (masks or face shields) by all staff and visitors* Use of face coverings (masks or face shields) by older children (as appropriate)	Per the Governor's July 1, 2020 order, require that staff wear masks at all times unless they qualify for a medical exception. Provide disposable face masks.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)	We will implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety with the following frequency. Cafeteria tables and KidsCare supplies will be cleaned and sanitized at least twice and at the end of the program. This will include frequently touched surfaces. We will follow <u>CDC Guidelines for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.</u>

Requirement(s)	Strategies, Policies and Procedures
	<p>All staff will participate in an in-depth training on cleaning, sanitizing, disinfecting, and ventilation protocols. The training will be held in August for all employees. The preparedness to implement the training will be measured by checklists completed by supervisors who observe their work.</p> <p>Ventilation procedures will include staff members opening windows at the beginning of each day as the temperature and facility allow.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>Child care space occupancy that allows for 6 feet of separation among children and staff throughout the day, to the maximum extent feasible or group management to limit cross-group interactions.</p> <p>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</p> <p>*Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Cafeteria/classrooms will be organized to mitigate spread by separating tables. Where tables are used, students will be spaced 6ft. apart as possible. Students will face the same direction for seating configurations, when feasible. Assigned seating will be used when feasible, to facilitate contact tracing, when necessary. Program administrators have evaluated available space to determine the maximum number of students who can occupy spaces within the program within the guidelines provided. Staff will be assigned to a permanent location and use of alternative staffing will be limited when feasible.</p> <p>To increase social distancing in communal spaces, procedures will be developed for student arrival to eliminate large gathering of students. Students must adhere to the signage at the bathrooms indicating capacity and where to stand in line.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Handling outdoor play consistent with the CDC Considerations.</p> <p>Limiting the sharing of materials among children in care</p> <p>Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between children</p> <p>Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children</p> <p>Coordinating with children regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>Communal water fountains will be closed. On the playground, students may only gather in small groups and we will procedures that will support contact tracing.</p> <p>Outdoor space can help meet social distancing needs by offering more ventilated space to gather and by offering an alternative setting for students. Weather permitting, snack and special activities can move outside in lieu of the cafeteria.</p> <p>Hygiene routines that will be implemented throughout the program day include requiring individual hand sanitizing/washing before and after eating and using the bathroom. Periodic reminders about washing hands will also be utilized. Signage will be used to reinforce reminders about hygiene protocols for sneezing and coughing.</p> <p>Visitors and volunteers will not be permitted unless approved by the Executive Director in the case of an extraordinary circumstance. All parents who arrive to pick up their children must participate in the screening procedures. Outside support professionals (for example, behavior support-professionals, specialists) are not considered visitors and would be permitted to enter as long as they adhere to the self-monitoring and program guidelines.</p> <p>Transition times and procedures for different grade levels will be in place.</p> <p>All staff will be trained on social distancing and safety protocols in August before the first day of the program. Preparedness will be measured through observation by their supervisors.</p>

Monitoring Children and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring children in care and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, children, or visitors to school</p> <p>*Reporting to DOH and Certification</p> <p>*Notifying staff, families, and the public of facility closures</p>	<p>Students and staff will be monitored to ensure they are healthy and not exhibiting signs of illness. Parents and staff will be asked to self-monitor at home before sending children to the program. The first teacher that comes in contact with students will remind students of the signs and symptoms of COVID-19. The teacher will evaluate any individual who presents symptoms which includes taking the temperature of individuals who present with symptoms.</p> <p>If a students or staff member becomes ill or had been exposed to an individual confirmed positive for COVID-19, we will do the following:</p> <ul style="list-style-type: none"> ○ Require the individual to wear a mask, if feasible ○ Isolate the individual within the program until a parent or designated person can pick up the individual ○ Have an area for isolation that is separate from others, and is easy to disinfect ○ Notify the Bucks County Health Department of all positive COVID-19 tests <p>The KidsCare Instructor, in coordination with the Executive Director, will be responsible for making decisions regarding quarantine or isolation of staff or students. The Executive Director or CEO will confer with the Director of the Bucks County DOH as needed to assist in making these determinations.</p> <p>We will require clearance from a medical provider before a student or staff member who is confirmed to have COVID-19 returns to the program.</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>We will consult with the Bucks County Health Department on decisions impacting the closure of the program. We will notify families in the event of a confirmed case of COVID-19 using strategies similar to other infectious diseases. Notification would take place via emails to families and posting on our websites. We would consider closing a program ONLY IF the Bucks County Health Department indicates the necessity to do so.</p> <p>All staff will be trained on the protocols for monitoring student and staff health in August before the first day of the program. Preparedness will be measured through observation by their supervisors.</p>

Other Considerations for Children and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting children and staff at higher risk for severe illness</p> <p>Unique safety protocols for children with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>We will survey the staff for their ability and willingness to return to the program. Staff that is unable or uncomfortable to return will be able to forego the school year.</p> <p>To protect students at higher risk for severe illness, we will develop a student-specific plan that facilitates his/her safe return to the program using increased social distancing strategies for the student and staff. Staff who are high risk will be permitted to wear clear face shields, in additions to masks when meeting face-to-face and interacting with others in the program.</p> <p>We will employ a floater staff member to substitute in the event of staff illness.</p>

COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for **(Insert Name of Facility)** reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on **(Insert Date as Month, Day, Year)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(Insert Date as Month, Day, Year)**

By:

(Signature of Legal Entity or Legal Entity Representative)

(Print Name of Legal Entity or Legal Entity Representative)