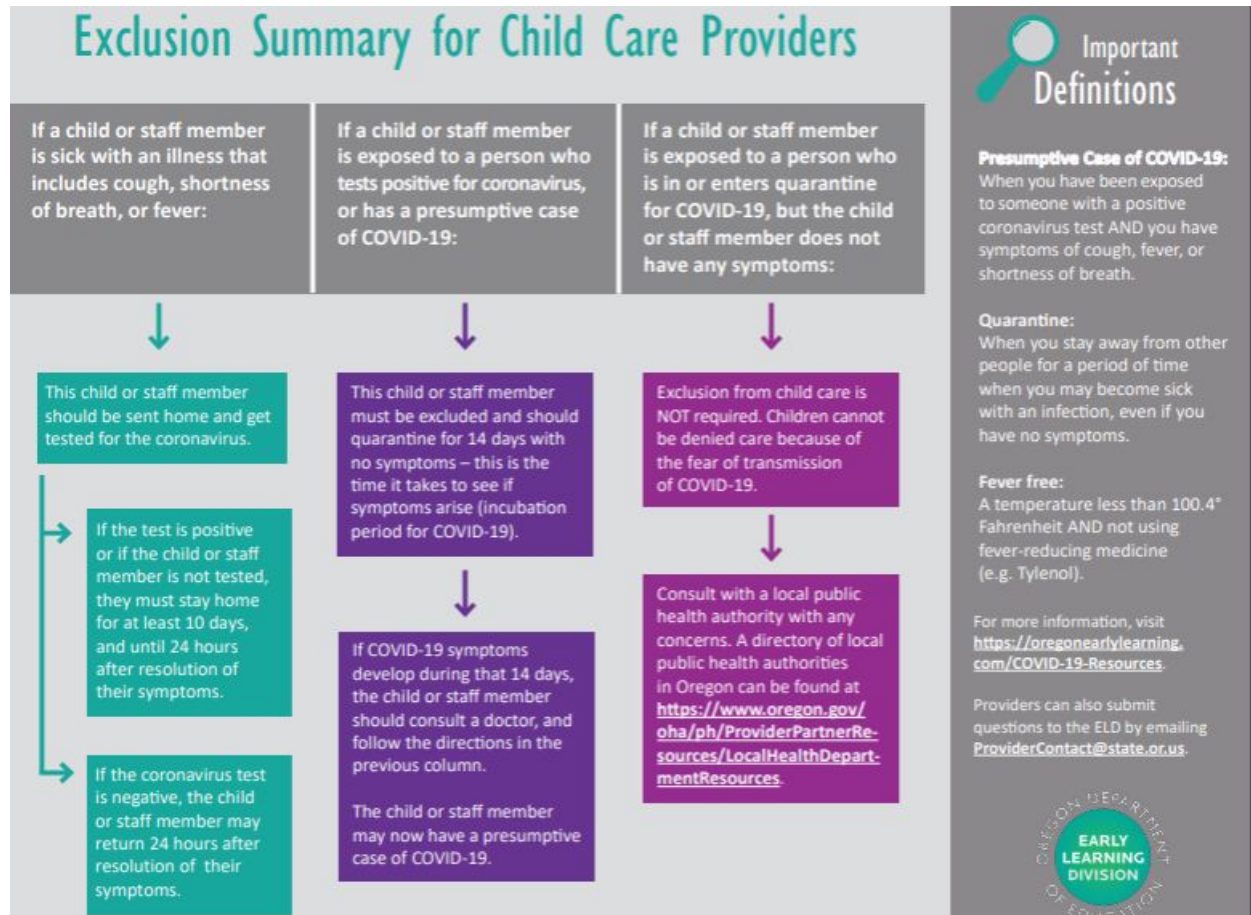


## Drop Off and Pick Up

- KCLC will designate separate stable group entrances/exits that must be adhered to strictly.
- Parents or caregivers are required to drop-off or pick-up children from program staff outside of the facility.
- Parents or caregivers are required to wear a face covering during drop-off or pick-up.
- Parents or caregivers dropping-off or picking-up children are required to maintain physical distancing (six feet) while waiting for staff. KCLC will provide visual guides for that purpose.
- KCLC will provide hand hygiene stations at the entrance of the facility, so that children and staff can clean their hands before they enter.
  - o A sink with soap and water will be available, if it is not KCLC will provide hand sanitizer between 60%-95% alcohol at the entrance.
- KCLC staff will sanitize or switch out writing utensils used for drop-off and pick-up between uses.
- KCLC will stagger drop-off and pick-up times for families or caregivers.
- KCLC will encourage families or caregivers to have the same person drop-off and pick-up the child every day.
- KCLC asks those at higher-risk of contracting COVID-19 not serve as the designated person for drop-off or pick-up, such as those with serious underlying medical conditions, because they are more at risk for severe illness from COVID-19.

## Daily Health Checks

- KCLC will conduct daily health checks for any children, staff, and other person (parent, maintenance, etc.) coming into contact with the child care for each stable group. (See “Recordkeeping” section to document the health check.)
- KCLC will designate staff to take the temperature of all entering children, staff, and other individuals coming into contact with a stable group.
- KCLC asks all entering staff and adults dropping off children:
  - o If they or the child have been exposed to a positive or presumptive case of COVID-19 any time during the 10 days after the confirmed or presumptive COVID-19 case first showed symptoms.
    - If yes, the exposed person must undergo quarantine for 14 days. The first day of quarantine would start on the day that the exposed person last had contact with the COVID-19 case during the 10 days they were infectious.
    - If they are experiencing unusual cough, shortness of breath, or fever. “Unusual cough” means something not normal for this person, e.g. allergies, asthma.
- KCLC will document that a daily health check was completed on every person entering and write down pass/fail only. Do not record symptoms or temperature in order to maintain privacy.
- Refer to OCC Exclusion Chart, found below, while completing daily health checks.



## Recordkeeping

- KCLC staff will keep daily logs for each stable group to support potential contact tracing.
- Each daily log will indicate:
  - o Child name
  - o Arrival and departure date and times; number of hours child was in care
  - o Adult(s) name completing drop-off and pick-up (no signature is required)
  - o Arrival and departure date and times
  - o Name of any staff or person coming in contact with a stable group, arrival and departure date and times
  - o Document daily health checks on all children, staff, and any person coming into the child care (see daily health check requirements for detailed guidance). Record only that check was done/passed – not specific information.
- Daily logs will be retained for 2 years (the usual amount of time per rules).
- KCLC staff will complete all required documentation, rather than parents/families, to minimize potential spread of disease from sharing of writing utensils.

## Family Engagement

- KCLC will inform families of the requirements of operating during COVID-19, how programs are operating differently during this time, and any other program policies that are specific to COVID-19.
- KCLC will communicate requirements that families must follow, including drop-off and pick-up procedures.
- Ensure any information related to the facility and COVID-19 is provided in the languages that families can read or understand.
- KCLC will conduct family engagement activities, such as conferences, council meetings, or other typically in-person activities, virtually or via telephone.
- If families cannot engage in virtual or telephonic visits, engagements will be conducted outside, following physical distancing requirements, and requiring face coverings and will be conducted only with one family unit at a time.
- KCLC will provide means for families to understand their child's daily experience, including means such as newsletters, family engagement and photo or video sharing applications, or daily reports via text message.
- KCLC will limit the number of things that go from the facility into the home, including pausing on activities that pass items from school to home or between homes, as well as items brought from home to the program.
- KCLC will support families in understanding best practices around reducing the spread of COVID-19 and how this relates to the health and safety of child care, including the importance of physical distancing and limiting group interactions.

## Group Size and Stable Groups

- KCLC will assign and keep children in stable groups with the same assigned adults. Group sizes are subject to change according to future state guidelines.
  - o A new child may be added or moved to a different stable group if it is a permanent change, and at the discretion of administration.
- KCLC will 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 within the same stable group.
- KCLC will 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.
  - o Staff and children are not required to physically distance from adults or children within their stable group.
- Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type. These group sizes and ratios, as well as any additional requirements, are below:

Certified Center (CC), Recorded Programs, and Schools – must meet the following ratios:  
Attending Kindergarten and Older:

1. Minimum number of caregiver to children 1:15
2. Maximum number of children in a group 30

- Each group of children must be in a space that meets the minimum of 35 square feet per child.
- Only staff assigned to a stable group may be inside of classrooms.
- Additional adults outside of the stable group may be allowed into the classroom in order to provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education; meet monitoring requirements; maintain ratios during teacher breaks; or a service to the facility that cannot take place outside of program hours.
- When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time.
- A group may have more staff/teachers than the minimum required by licensing or less children than the maximum allowed in order to provide higher quality care.
- Certified Centers may divide large classrooms, with the approval of their licensing specialist, in order to have two smaller groups (e.g., two groups of ten).

## Personal Protective Equipment for Children and Adults

- KCLC will require staff or any other person age five and older who is inside the child care facility to wear a face covering.
- KCLC requires child is able to remove the face covering themselves without assistance
- KCLC will require staff or children to wash hands before putting on a face covering, after taking masks/cloth face covering off, and anytime the face covering is touched.
  - o Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to wash hands after taking masks/cloth face covering off. Hand sanitizer will be stored out reach of children when not in use.
- KCLC will require that face coverings are washed daily or a new covering worn daily.
  - o After removal of a soiled face covering, the covering should be put into a secure place away that is not accessible to others. For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned. Reusable plastic face shields must be sanitized after each use.
- KCLC will require disposable masks or face shields to be worn only once.
- KCLC will require adults who engage in health and safety checks and those who interact with multiple stable groups of children must change face coverings and their outer layer of clothing.
- KCLC 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, are required to maintain six feet of distancing and wear a face covering.
- KCLC will require clothing to be changed after being soiled by bodily fluids.
- KCLC will develop written agreements to document use of face coverings with children.
- 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, are

recommended to wear a face mask. A face mask is medical-grade equipment, including surgical masks and N-95 respirators. A face covering must be worn if a mask is unavailable. Physical distancing must occur regardless of type of face covering.

- Plexiglas or clear plastic barriers may be utilized for additional protection at an entry area, such as a front desk or child check-in area. This barrier must be at least three feet wide and four feet tall, centered at the level of the mouth and nose level.
- KCLC requires all staff and children to adhere to these guidelines in order to remain in program.

## Daily Activities

- KCLC will ensure any field trips are conducted fully outdoors. No other field trips are permitted.
  - o No transportation is permitted for field trips, all field trips will be within walking distance.
  - o When going on outdoor field trips:
    - Adults and children must wash their hands or use sanitizer before and after.
    - Programs shall keep stable groups separated from each other and away from other children as much as possible.
- KCLC will severely limit sharing materials and toys between children during an activity. If sharing has occurred, children must wash their hands with soap and water or use sanitizer after shared use of materials and toys.
- KCLC will ensure classroom materials are cleaned between uses.
- KCLC will discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared materials or library.
- KCLC will open windows frequently to increase airflow and keep child care areas well ventilated.
- Depending on the size of the group and the age of the children, KCLC will separate learning environments into individual spaces for each child.
- KCLC will minimize time standing in lines and take steps to ensure that distance between the children is maintained.
- KCLC will incorporate additional daily outside time, with no more than one stable group of children in one outside area at a time, play structure will remain off limits.
- KCLC will provide each stable group with their own outdoor play equipment that will be sanitized daily.
- KCLC will increase the distance between children during table work.
- KCLC will plan activities that do not require close physical contact between multiple children.
- KCLC will provide children with their own materials and equipment if possible (e.g., writing utensils, scissors, art materials etc).
- KCLC will incorporate assigned spots throughout program spaces.
- In order to provide sensory activities, KCLC can arrange the room for individually planned sensory activities that utilize totes or trays so each child can have their own.

## Hand Washing and General Hygiene

- KCLC will require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% when an asterisk\* appears):
  - o Before and after eating, preparing food, and or bottle preparation
  - o Before and after administering medication
  - o After toileting or assisting with toileting
  - o Before and after diapering
  - o After wiping a nose, coughing, or sneezing\*
  - o After coming in from outside\*
  - o Upon entering the child care facility\*
  - o If staff are moving between stable groups/cohorts\*
- KCLC will make handwashing materials easily accessible to each stable group.
- Hand sanitizer must be stored out of reach of children when not in use.

## Food and Nutrition

- KCLC will require staff to wash their hands before and after assisting children with eating.
- KCLC will provide bagged and individualized snack, will require lunches from families, or provide meals prepared on site under the specific guidance (See Rules and Sanitation Guidance).
- KCLC will arrange or stagger meal schedules so that a smaller group of children is eating at one time.
- Seat children and staff for meals to allow 6 feet of physical distancing.

## Cleaning and Building Maintenance

### KCLC will follow the following guidelines:

- Facilities must follow the cleaning requirements in Table 3, included at the end of this section.
- Surfaces
- Wear disposable gloves when cleaning and disinfecting surfaces.
  - Wash hands with soap and water as soon as you remove the gloves.
  - Keep all disinfectants out of the reach of children.
  - Clean surfaces that soil using a detergent or soap and water prior to disinfection.
  - Use EPA-registered household disinfectant and follow instructions on the label (e.g., concentration, application method, contact time).
  - Diluted household bleach solutions are also allowable when appropriate for the surface.
  - Mix water with bleach using instructions on the bleach bottle. Leave diluted bleach mixture on the surface for at least one minute.
  - Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe.
  - For soft (porous) surfaces, such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean

with appropriate cleaners indicated for use on these surfaces. After cleaning:

- o If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

- o Otherwise, use products that have been approved by the EPA for use against SARS-CoV-2 that are suitable for porous surfaces.

- High touch surfaces, such as doorknobs, light switches, countertops, handles, desks, phones, keyboards, and toilets, must be disinfected or sanitized frequently.

Electronics

- Follow manufacturer's instructions for cleaning and disinfecting.

- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surfaces thoroughly.

Toileting and Diaper Areas

- Disinfect hand washing sinks, counters, toilets, toilet handles, & floors, changing tables, potty chairs, diaper trash cans and bathroom floors. Table 3 provides details on frequency.

Food Areas

- Sanitize food area items including refrigerator/freezer eating utensils, bottles, dishes, kitchen counters, food preparation surfaces, food preparation sinks, kitchen equipment: blenders, can openers, pots & pans, cutting boards, tables and highchair trays, highchairs, and kitchen floors. Table 3 provides details on frequency.

Toys

- Collect all other toys daily or as they become dirty.

- Sort toys into separate containers: one for cloth and stuffed toys and one for wood and plastic toys. Sorting the toys ahead of time will make it easier to wash and sanitize them.

- At the end of the day, or at a specified time (i.e. naptime), clean, rinse and sanitize toys.

- Toys may be cleaned in a washing machine, dishwasher, or by hand.

- If washing toys in a washing machine:

- o Use hot water and detergent.

- o Dry toys completely in a hot dryer when possible.

- o Many soft toys made of fabric, such as stuffed animals, rattles, and dress-up clothes may be washed in a washing machine. Check instructions on toy.

- If washing toys in a dishwasher:

- o Use the proper amount of dishwasher detergent recommended by manufacturer.

- o Run toys through the complete wash and dry cycle.

- o Do not wash toys with dirty dishes, utensils, etc.

- o Some HARD toys such as wood, plastic or metal may be washed in a dishwasher. Check instructions on toy.

- If washing toys by hand, use the following process:

- o Step 1: Wash and scrub toys thoroughly with soap or detergent and warm water to remove most of the dirt, grime, and saliva. It is important to clean toys before sanitizing them because the sanitizer kills germs better on clean surfaces.

- o Step 2: Rinse toys with water to remove the dirt, soap residue, and germs to help make a clean surface.



o Step 3: Sanitize toys. Sanitizing reduces the germs from surfaces to levels that are considered safe.

- Dip or cover sufficiently with spray the toys in a solution of chlorine bleach; refer to “Method for Mixing Bleach” for the correct proportions. Protect your skin by wearing household rubber gloves.
- Allow toys to dry completely (i.e. overnight) or allow a 2-minute contact time before wiping toys dry with a paper towel.
- Chlorine from the sanitizing bleach solution evaporates off the toys so no residue remains, and further rinsing is not necessary.

Specific Additional Requirements for Registered Family and Certified Family homes

- Spaces must be cleaned between times when household members utilize the space and times when a group of children utilize the space.
- Items used for child care must be washed separately from items used by family or household members.
- Consider putting a wipeable cover on electronics, such as tablets, touch screens, keyboards, and remote controls.

**The 3-Step Method is 1. WASH, 2. RINSE, and 3. SANITIZE or DISINFECT**

- Sanitizing solution is used to reduce germs from surfaces but not totally get rid of them. Sanitizers reduce the germs from surfaces to levels that are considered safe. The sanitizing 3-step method is most often used for food surfaces, kitchens, and classrooms.
  - Disinfecting solution is used to destroy or inactivate germs and prevent them from growing. Disinfectants are regulated by the U.S. Environmental Protection Agency (EPA). The disinfecting 3- step method is most often used for body fluids and bathrooms/diapering areas.
- \*At times it may be necessary to clean, rinse, and sanitize/disinfect more frequently.



Item	Sanitize	Disinfect	Daily	Weekly	Before & After Each Use	Comments
Door and Cabinet Handles		X	X			
Toys including Manipulatives and Games	X				X *	
Garbage Cans		X	X			
Rugs and Carpets		X	X			
Surface Contaminated with Bodily Fluids		X	X		X	
Sinks and Handles		X	X			
Refrigerator	X			X		
Counters	X				X	
Food Area	X		X			
Spray Bottles of Soap, Bleach Solution, Non-Bleach Solution		X	X			

## Responding to Possible and Confirmed Cases of Covid-19

- KCLC will make a plan for a confirmed case and the possibility that the facility may need to close.
- KCLC will follow existing child care rules to have a plan for a child with particular health needs.

### As is the case under current child care rules:

1. If an enrolled child has particular 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.
  - A provider cannot refuse to enroll a child due to risk for COVID-19 or any other disease.
  - A provider cannot refuse to enroll a child due to the employment of child's parent/guardian.

- A provider must exclude staff and children for COVID-19 symptoms or cases as follows:
2. The adult or child has had an illness with fever, unusual cough, or shortness of breath in the last 10 days. \*Unusual cough means out of the ordinary for this person - e.g. not usual asthma, allergies, common cold\*  
Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medication. The individual must stay away from child care for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.
    - The 10-day rule for exclusion applies if the person's tests positive, or does not get tested. If a child or staff member with symptoms of COVID-19 tests negative, they may return 24 hours after resolution of cough and fever without the use of fever-reducing medication.
  3. The adult or child has been exposed to someone with a presumptive or positive case of COVID-19. The exposed person must quarantine for at least 14 days starting with the last time they had contact with the person with the COVID-19 case during the time they were infectious. The exposure to the presumptive or positive case of COVID-19 must have occurred in the 10 days after the person with the presumptive or positive case of COVID-19 started having symptoms
  4. If a person develops these symptoms while at the facility or learns they have been exposed to a positive case while at the facility, send them home as soon as possible, and separate them until they can leave the facility.
    - A person excluded from child care for COVID symptoms, like under existing rules for any child care excludable disease, can return to child care with a note from a medical professional saying the person has a diagnosis other than COVID and is not contagious (e.g. ear infection; teething).
    - Anyone who comes into child care with a household member with symptoms of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms. The ill household member should be strongly encouraged to get tested.

**Confirmed Case of COVID-19 KCLC will:**

- 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 the local public health authority and the Office of Child Care immediately via [OCC Intake Phone Number].
  - o To locate your local public health authority, see <https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx>
- Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care.
- 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 do not come to the program and are informed about the need to be quarantined at home for 14 days.
  - o If cases occur in multiple classes or enough staff are quarantined that care would be compromised, the entire facility may need to close for 14 days. Decisions about closure will be made in conjunction with Early Learning Division staff and the local public health authority.
- Sign up for OHA's COVID-19 newsletter at <https://govstatus.egov.com/OR-OHA-COVID-19>

## Professional Development

- KCLC will ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
- KCLC will provide access to professional development that contributes to staff's professional learning goals and to meet child care licensing or program requirements.
- KCLC will ensure staff have resources necessary to access and guidance on online or remote training.
  - If attending in-person training, KCLC will ensure that the in-person professional development has been approved by the Early Learning Division in order to be considered for meeting professional development requirements.
  - Prior approval is not required if all participants work at the same child care or early care and education facility or are within the same household and do not work at additional facilities and:
    - o Happens within the facility where staff work;
    - o Does not disrupt stable groupings of children and staff;
    - o Attendance does not exceed the state's requirements for group gatherings relevant to that county, or, for coaching or in-class/program observations, only one additional adult enters the room;
    - o Physical distancing is maintained throughout the entire experience; and
    - o Face coverings are worn by participants.
- All staff must receive training on updated requirements of operation during COVID-19: within 30 days of any updates to the guidance by the state; within one week of any individual program policy changes; or within 30 days of hire.
- KCLC will provide digital literacy training for staff to support online learning for themselves, children, or families.
- KCLC will provide access to professional development around mental health and supporting resilience for oneself, families, and children that is culturally relevant to staff and families.
- KCLC will support any trainers, coaches, or other professional development-focused staff on adapting supports to support educators and other staff through distance methods.

## Covid-19 Health and Safety Plan

- KCLC will create a COVID-19 Health and Safety Plan for each facility.
- KCLC will ensure any information related to the facility's COVID-19 Health and Safety Plan is provided in the languages that staff and families can read or understand.
- ELD will provide an optional template for use of the creation of the COVID-19 Health and Safety Plan. The template will not need to be used, but elements of the template will be required for the Health and Safety Plan.
- The Health and Safety Plan shall include a focus on training and communication with personnel and families associated with the facility. A child care facility's COVID-19 Health and Safety Plan shall be shared with all families and staff and posted in a conspicuous area.
- 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.
- The Health and Safety Plan must be completed within 45 days of ELD's issuance of the template for the Health and Safety Plan.