

# Woodhaven's COVID-19 Health and Safety Plan

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## 1. Purpose

1. The purpose of this document is to address the policies and practices of Woodhaven Cooperative Preschool during COVID-19.
  - a. All the following must be executed during COVID-19.
2. We wish to ensure the safety of our children, employees, and families.
3. We desire to provide quality childcare and education to our students.
4. We strive to nurture the physical, emotional, and social well-being of our students.
5. Woodhaven follows the "Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19" by the Oregon Department of Education, Early Learning Division.
  - a. Woodhaven's COVID-19 Health and Safety Plan is based on VERSION 1.1 of said guidelines, Updated January 12, 2021. We recognize that as we learn more about COVID-19 the guidelines could change, and as the guidelines change we will continue to update this Plan.

## 2. Family Engagement

1. This document must be made available to all Woodhaven families and potential Woodhaven families.
2. Woodhaven must attempt to communicate all requirements for operating during COVID-19 with all Woodhaven families in a manner they can understand.
3. Woodhaven conducts virtual visits in place of any visits that would traditionally take place in families homes.
  - a. These visits are held by telephone or video call.
4. Woodhaven conducts as many virtual meetings as possible in place of meetings normally conducted in-person. These meetings are held by telephone or video call.
  - a. When Woodhaven chooses to hold a meeting in person, all care is taken for safety. Everyone must wear an appropriate face mask and physically distance themselves as much as possible. When at all possible we hold these meetings outside.
5. Families seeking enrollment may visit the facility only when children are not present.
  - a. One prospective family may visit the facility at a time.
  - b. Everyone visiting must complete the Woodhaven Daily Attendance Log - COVID-19 electronic form at arrival and departure.
  - c. Everyone visiting must wear appropriate face mask and physically distance themselves as much as possible.
6. Woodhaven shares information about the COVID-19 pandemic with all families. Woodhaven shares how to protect themselves and their families and how that in turn protects everyone in the Woodhaven Community.
7. If families in a stable group desire to create an agreement around family actions outside of their time at school they will be allowed to do so as long as it is agreed to by all families in the stable group.
8. Celebrations and Holidays will be held outside and follow the Governor's current recommendations regarding public health, safety and physical distancing.
  - a. Star Child Days
  - b. Harvest Festival
  - c. Lantern Walk
  - d. Spiral Walk
  - e. May Day
9. Parent/Teacher Conferences will be conducted via telephone or video call

## 3. Group Size and Stable Groups

1. Children are to be organized into stable groups. These stable groups of children will be kept the same unless there is to be a permanent change.
2. There will be a set of assigned adults to each stable group.

- a. We ask that each family choose only one adult to be dedicated as the Parent Teacher during the duration of COVID-19.
3. Children and adults assigned to the same stable group are not required to physically distance from each other.
4. If children or adults are to come into proximity with a different stable group they are to practice physical distancing of six feet.
5. Only one stable group can be in one outside area at a time.
  - a. For example, one group can be in the back forest and one group can be in the front playground area.
6. Staff-to-child ratios must be maintained at-least as 1 adult for every 4 children, as per Woodhaven Policy and Bylaws.
7. Maximum stable group size must be followed. These are determined by the ODE, ELD. There may be less children in the stable group but not more.
  - a. Maximum Number of Children in Stable group is 20 for children 36 months and up.
  - b. Maximum Number of Children in Stable group is 10 for children 24 months through 35 months.
  - c. Maximum Number of Children in Stable group is 8 for children 6 weeks through 23 months.
  - d. Up to 4 additional children may be enrolled in the stable group, provided the children in attendance AT THE SAME TIME do not exceed the maximum above.

## 4. Daily Activities

1. Woodhaven is holding all classes outside during COVID-19.
2. Children are limited in sharing materials and toys during an activity.
  - a. 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.
3. Classroom materials are cleaned and sanitized between uses.
4. For eating and other group activities we utilize individual, assigned sit spots in the forest to facilitate safe physical distancing.
5. We minimize the time spent standing in lines. When a line must be used we ensure distance between the children by utilizing 'eagle arms'. Adults demonstrate and encourage the children in this distancing.
6. Field trips are only permitted if the destination is outdoors and the parents or caregivers provide the transportation.
  - a. Field trips must occur with just one stable group at a time.
  - b. Upon arrival at the field trip location, adults and children must wash their hands or use hand sanitizer.
  - c. Upon departure of the field trip location, adults and children must wash their hands or use hand sanitizer.

7. We organize activities so that we limit the time spent in large groups and encourage distancing between children and adults.
8. We have children use their own materials and equipment for arts, crafts, gardening, etc. to limit the spread of germs.
  - a. We use existing wood boards for coloring and water colors. These are disinfected between uses.
  - b. Water-color paint and paint brushes are disinfected between uses.
  - c. Each child has their own block crayons stored separately.
9. The Woodhaven playground is closed before and after school.
10. Children are not allowed to bring any toys, trinkets, books, etc from home.

## 5. Food and Nutrition

1. Woodhaven has discontinued serving food family style during COVID-19.
2. Children are only served pre-packaged snacks or food brought from their individual home.
3. Children bring their own water bottle from home.
4. Teachers wash their hands before and after assisting children with eating.
5. Meal times are closely observed by the Teachers to prevent children from sharing and/or touching each other's food.
6. Children and Teachers are distanced 6 feet apart during meals on their sit spots.
7. We encourage families to take into consideration the child's ability to open their own water bottle and lunch when packing. Woodhaven discourages the use of individually packaged foods and encourages the use of bento-style lunch boxes.

## 6. Drop-Off and Pick-Up

1. Parents or caregivers must wear a face mask and maintain physical distancing during both Drop-off and Pick-up.
2. We encourage families to have the same person dropoff and pick up the child every day.
3. We recommend that those at higher-risk of contracting COVID-19 not serve as the designated parent or caregiver for drop-off or pick-up.
4. Drop-off Procedure:
  - a. Drop-off begins at 9:00am
    - i. For smooth and quick drop-off we recommend that Parents have their child as ready to start school as possible before arriving at school.
    - ii. We recommend families arrive a few minutes early to dress their child in their gear and enter the drop-off queue.
  - b. Drop-off occurs at the parking lot in front of the building.
  - c. A mobile hand washing station is positioned in the drop off area.
  - d. Drop-off requires both parent teachers. Parent Teacher A does the check-in and Parent Teacher B supervises handwashing.

- e. The designated check in parking spot is at the front of the building near the handicap parking.
    - i. Families are to have their child geared-up and ready to go before pulling into the check in parking spot.
    - ii. Other families in queue to drop-off are lined up behind the family checking in.
    - iii. Families in the queue work on getting their kids ready while they are waiting. No siblings should get out of the car.
  - f. Parent Teacher A performs the check-in:
    - i. Parent or caregiver lowers the car window or opens the door so Parent Teacher A can perform a non-contact temperature check.
      - 1. If temperature reads as 100.4° Fahrenheit, the family must leave with the child.
      - 2. Optionally: If the parent or caregiver has taken the child's temperature in the last hour they can attest to that temperature being below 100.4° Fahrenheit.
    - ii. Parent or caregiver then completes the Woodhaven Daily Attendance Log - COVID-19 electronic form for drop-off.
      - 1. When form is submitted, Parent or caregiver should confirm with Parent Teacher A that the check-in was completed, preferably showing Parent Teacher A the confirmation screen.
    - iii. Parent or caregiver should then say goodbye as quickly as possible. Then Parent Teacher B takes the child along with the child's crate to the picnic table. Crate should be placed on a bench, spacing crates out as much as possible. Child wears Woodhaven backpack with sit spot, water bottle, snack, and tools.
    - iv. Parent Teacher B supervises the child while they wash their hands.
    - v. After the child washes their hands they get sent to join the Teacher at the fairy circle.
5. Pick-up
- a. Families arrive for pick-up at 12:50pm.
  - b. Families park leaving as much space as possible between cars to facilitate safe distancing.
  - c. Pick-up occurs at the fairy circle near the playground
  - d. Upon arrival at the fairy circle, the parent or caregiver stands behind their child or joins them on their sit spot.
    - i. Parents or caregivers should at this time refrain from small-talk with other parents.
    - ii. Parent or caregiver completes the Woodhaven Daily Attendance Log - COVID-19 electronic form for pick-up.
    - iii. As per Woodhaven tradition, we sing our goodbye songs and end with community announcements.

- iv. Parent or caregiver then collects their child, crate and any other stray belongings and departs.

## 7. Daily Health Check

1. All children and teachers must have a daily health check as required by the State.
2. Parent Teacher A checks for fever of all children at check in. Teachers and Parent Teachers may take their own temperature at home. Children may have their temperature taken by an adult at home.
3. If anyone has a temperature of 100.4° Fahrenheit or over, they must be excluded.
  - a. If they only have a fever (without any cough or difficulty breathing), they can return to school once fever-free for at least 24 hours and following the documented direction of a medical professional.
4. All children and teachers are asked the following questions at check in. If the child is not able to reliably answer, we ask the parent or caregiver who is dropping the child off.
  - a. (1) Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?
  - b. (2) Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days? A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
  - c. (3) Is the adult or child experiencing new loss of taste or smell, an unusual cough, shortness of breath, or fever? “Unusual cough” means something not normal for this person (e.g., allergies, asthma).
5. If they answer no to all questions, they pass.
6. If they answered yes to any question, they fail:
  - a. If yes to either question 1 or 2, the child or adult must quarantine for 10 days. The 10-day quarantine starts on the day that child or adult last had contact with the COVID-19 case. The 10-day quarantine can be shortened to 7 days if:
    - i. The person takes a COVID-19 test between days 5 and 7 of their quarantine period that comes back negative AND
    - ii. The person is asymptomatic.
  - b. If yes to question 3, that person must be excluded from the program for at least 10 days, and be symptom-free for at least 24 hours. If they get a negative COVID-19 test that was taken before the 10 days is up, they can return once they have been symptom-free for 24 hours.
  - c. For a graphic representation of these exclusions please see Graphic 1 in the Appendix of this document.
7. This daily check in is recorded through the use of the Woodhaven Daily Attendance Log - COVID-19 electronic form.
  - a. Teachers make the record for themselves.
  - b. Parent Teachers make the record for themselves.

- c. Parents or caregivers make the record for their child.
- 8. All data from the Woodhaven Daily Attendance Log - COVID-19 electronic form is auto-populated to a Woodhaven Daily Attendance Log - COVID-19 spreadsheet on the Woodhaven shared Google drive.
  - a. The only data to be collected is that a check has been made and if it is a pass or a fail. Symptoms and temperature are not to be recorded in order to maintain privacy.

## 8. Recordkeeping

1. During COVID-19 Woodhaven keeps daily logs (separated by stable group) of the children and adults in each stable group and any visitors who come into contact with that group during school hours.
2. The Woodhaven Daily Attendance Log - COVID-19 electronic form is our method of collecting the information required for recordkeeping.
3. The Woodhaven Daily Attendance Log - COVID-19 spreadsheet on the Woodhaven shared Google drive is our method for keeping track of the information required for recordkeeping.
4. Information required to be collected every day for Children:
  - a. Child's Name
  - b. Adult completing drop-off and pick-up (just name no signature required)
  - c. Arrival and departure date and time
  - d. Daily Health Check - that the check was performed and a pass/fail result.
    - i. No specific information is to be kept on the health check for privacy purposes
5. Information required to be collected every day for Adults:
  - a. Adult's Name
  - b. Arrival and departure date and time
  - c. Daily Health Check - that the check was performed and a pass/fail result.
    - i. No specific information is to be kept on the health check for privacy purposes
6. The Woodhaven Daily Attendance Log - COVID-19 spreadsheet will retain all required information for 2 years.

## 9. Personal Protective Equipment for Children and Adults

1. All staff, parents, caregivers, visitors, and children who are in kindergarten or older are required to wear a face mask when on site.
  - a. If someone has a medical condition or disability and has a documented doctor's order, they may be excluded from wearing a face covering.

2. If the parent or caregiver of a child between the ages of two and Kindergarten desires the child to wear a mask, that is permitted.
  - a. The face mask must be sized correctly for the child
  - b. The child must be able to use the face mask by themselves without assistance
  - c. Woodhaven must have a documented request in writing from the parents of the child.
3. Face masks must follow CDC guidelines.
4. If a child removes their face mask or demonstrates a need to remove the face mask for a short-period of time, staff:
  - a. Must supervise the child to maintain six feet or more of physical distancing from all adults and children while the face mask is removed.
  - b. If needed, show the child how to effectively wear a face mask.
  - c. Guide the child to re-engage in safely wearing a face mask.
5. Children under two should never wear a face mask.
6. Everyone shall wash their hands before putting on a face mask, after taking off a face mask, or anytime they touch their face mask.
  - a. Hand-sanitizer may be used as an alternative to washing hands in this situation. Hand-sanitizer must be between 60-95% alcohol content.
    - i. Children will always be supervised when using hand sanitizer and it must be stored out of reach of children when not in use.
7. All face masks will be washed daily or a new face covering must be worn every day.
  - a. After removal of a face mask it should be put away in a secure place where it is not accessible to others.
8. Disposable face masks are to be worn only once then securely and properly disposed of.
9. If an adult is to interact with multiple, stable groups they must wear a clean, outer layer of clothing (e.g. a larger, long button down shirt, a smock, an apron) when moving to a new group.
10. Any adult providing direct care to a child or other adult displaying COVID-19 symptoms, prior to their departure of Woodhaven grounds, must maintain six feet of physical distance and wear a face mask.
11. If any clothing is soiled by bodily fluids it must be changed.
12. All families must provide their own face masks they are required or desire to wear.

## 10. Handwashing and General Hygiene

1. Washing hands for at least 20 seconds is required:
  - a. Before and after eating.
  - b. Before and after preparing food.
  - c. Before and after administering medication.
  - d. After toileting or assisting with toileting.
2. Washing hands for at least 20 seconds OR application of hand sanitizer (with alcohol content between 60-95%) is required:



- a. After wiping a nose, coughing, or sneezing.
  - b. After coming inside from outside.
  - c. Upon entering and leaving the Woodhaven grounds.
  - d. If staff are moving between stable groups.
  - e. After sharing toys, learning materials, etc.
3. Woodhaven will offer a bathroom prompt every 45 minutes and at that time require all children not using the bathroom to wash or sanitize their hands.
  4. Handwashing stations must be easily accessible at all times
    - a. One mobile hand washing station is stationed in the front playground area
    - b. One mobile hand washing station is stationed in the back forest
  5. Hand sanitizer must be stored out of reach of children. An adult should be supervising if a child is using hand sanitizer.
  6. Each Teacher and Parent Teacher will carry on their person a small bottle of hand sanitizer for spontaneous hand sanitizing needs for themselves and the children.

## 11. Cleaning and Building Maintenance

1. All cleaning supplies must be out of reach or locked away from the kids.
2. Woodhaven utilizes Bioesque's Botanical Disinfectant Solution as our primary sanitizing and disinfecting solution. We also utilize Clorox Clean Up Cleaner + Bleach, primarily used between bathrooming to limit the down time between bathroom usage as it has a much shorter wet contact time then the Bioesque.
  - a. Bioesque's Botanical Disinfectant Solution:
    - i. Is EPA approved for use against COVID-19
    - ii. EPA Reg No 87742-1
    - iii. Formulation Type Ready-to-use
    - iv. Surface Types: Hard Nonporous & Food Contact No Rinse
    - v. See section 14: References for Product information
    - vi. Must have a wet contact time of 4 minutes to properly disinfect.
  - b. Clorox Clean Up Cleaner + Bleach:
    - i. Is EPA approved for use against COVID-19
    - ii. EPA Reg No 5813-21
    - iii. Formulation Type Ready-to-use
    - iv. Surface Types: Hard Nonporous
    - v. See section 14: References for Product information
    - vi. Must have a wet contact time of 0.5 minutes to properly disinfect
3. Sanitizing and Disinfecting
  - a. 3-Step Method
    - i. WASH
    - ii. RINSE
    - iii. SANITIZE or DISINFECT

- b. 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.
    - c. 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 bathroom areas.
  4. When sanitizing and disinfecting, adults must wear gloves.
    - a. Gloves can be disposable or reusable except when cleaning and disinfecting areas around a sick person or when in contact with blood or other bodily fluids.
    - b. Hands must be washed with soap and water as soon as gloves are removed.
  5. Dirty surfaces must be washed with a detergent or soap and water prior to disinfecting. Sanitizing and disinfecting works best on clean surfaces.
  6. Toys and other Equipment:
    - a. Collect "mouthed" toys after each use by a child.
    - b. Collect all other toys daily or as they become dirty.
    - c. 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.
    - d. At the end of the day: clean, rinse, and sanitize toys.
      - i. Wood and plastic toys shall be washed and scrubbed thoroughly with soap or detergent and warm water to remove most of the dirt, grime, and saliva.
      - ii. Rinse toys with water to remove the dirt, soap residue, and germs to help make a clean surface.
      - iii. Sanitize toys. Sanitizing reduces the germs from surfaces to levels that are considered safe. Cover the toys sufficiently with spray. Protect your skin by wearing gloves.
      - iv. Allow toys to dry completely (i.e. overnight) or allow a 2-minute contact time before wiping toys dry with a paper towel.
      - v. Cloth and stuffed toys that 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
  7. Soft Surfaces:
    - a. For soft (porous) surfaces, such as carpeted floor, rugs, and drapes shall be disinfected daily.
    - b. Remove visible contamination if present.
    - c. If items can be laundered they should be laundered in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
    - d. Items that can't be laundered can be sprayed with the disinfecting spray.
  8. High Touch Surfaces:

- a. High touch surfaces, such as doorknobs, light switches, countertops, handles, desks, phones, keyboards, and toilets, must be disinfected at least daily, including at the end of the day.
9. Toileting Areas:
- a. Disinfect handwashing sinks and faucets and potty chairs after each use.
  - b. Disinfect bathroom floors, countertops, and toilets at the end of each day.
  - c. To disinfect spray with the disinfecting spray and ensure the surface remains wet for 4 minutes with Bioeque or 30 seconds with Clorox.
10. Food Areas:
- a. 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 and pans, cutting boards), tables and highchair trays, highchairs, and kitchen floors at the frequency in Table 5.
11. For more information on frequency of cleaning as required by the state please see Graphic 2 in the Appendix of this document.
12. Woodhaven Cleaning schedule:
- a. Before school tasks
    - i. Setup Mobile Handwashing Stations (2)
    - ii. Clean any surface that is soiled
    - iii. Disinfect surfaces with Bioesque's Botanical Disinfectant Solution in spray bottle
      1. Picnic shelter supports with metal coverings
      2. Heaters
      3. Rain barrels-especially spicots
      4. Play structure plastic and metal components
      5. Swing set plastic and metal components
      6. Climbing dome
      7. Hill slide
      8. Hallway Bathroom
      9. Bench outside bathroom
      10. Metal railings near sanctuary
      11. Mobile hand washing sinks
      12. Children's name tag rocks
      13. No-contact Thermometer
      14. Any classroom supplies to be used that day
  - b. After school tasks:
    - i. Collect anything that needs to be laundered for the day.
    - ii. Empty and clean mobile hand washing stations, disinfect and put away.
    - iii. Dispose of garbage from mobile hand washing stations.
    - iv. Clean and disinfect bathroom and any other high-touch surfaces.
    - v. Clean and sanitize/disinfect any other items used during the day per instructions above.

## 12. Responding to Possible and Confirmed Cases of COVID-19

1. Woodhaven will use the Hemlock room as a quarantine space. This space has a dedicated bathroom and plenty of space to physically distance. One Parent Teacher will always supervise a child in this quarantine space while waiting for parents or caregivers to immediately pick up the child and bring them home. Woodhaven policy requires a pick up time within 30 minutes of parent or caregiver being called.
  - a. If a person develops ANY of the following while at Woodhaven they must be quarantined and sent home as soon as possible.
    - i. Fever of 100.4 or above
    - ii. Unusual cough
    - iii. Shortness of breath
    - iv. Diarrhea
    - v. Vomiting
    - vi. Headache
    - vii. Sore throat
    - viii. Rash
    - ix. Learns they have been exposed to a positive case
  - b. Parent Teacher A takes child to the Hemlock room.
  - c. Parent Teacher A immediately calls Family, informs them of the situation and requests quick retrieval of the child.
  - d. Parent Teacher A tries to entertain the child and keep them safe and comfortable while at the same time maintaining a 6ft distance if possible.
  - e. Family should retrieve the child within 30 minutes.
  - f. Parent Teacher A collects anything the child touched in the classroom and disinfects, including any other surfaces the child touched (table, chair, bathroom, etc). They then change clothing, wash their hands, and replaces their face covering with a clean one.
2. Decisions about required closure will be made in conjunction with ODE, ELD staff and the local public health authority.
3. Any children with particular health needs must have a documented plan from their parents.
  - a. 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.
  - b. 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.

4. Woodhaven must exclude staff and children for COVID-19 symptoms or cases as follows:
  - a. The adult or child has had an illness with new loss of taste or smell, fever, unusual cough, or shortness of breath in the last 10 days.
    - i. Unusual cough means out of the ordinary for this person – e.g., not usual asthma or allergies.
    - ii. Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medication.
    - iii. The individual must stay away from the facility for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.
    - iv. The 10-day rule for exclusion applies if the person tests positive, or does not get tested.
    - v. 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.
    - vi. If a child or staff member whose only symptoms of COVID-19 is fever is advised by a medical professional they can return to care (e.g., diagnosed with something else and given antibiotics), then they are allowed return to care. Documentation from the medical professional is required. The person must be fever-free for at least 24 hours.
  - b. The adult or child has been exposed to someone with a current presumptive or positive COVID-19 case:
    - i. An exposure is defined as an individual who has close contact (less than six feet) for longer than 15 minutes with a COVID-19 case total in a 24 hour period. The COVID-19 case must be considered infectious, meaning the contact happened between 2 days before symptoms started or they were tested until 10 days after their symptoms started or they were tested.
    - ii. A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.
    - iii. The exposed person must quarantine for 10 days. Start counting 10 days from the last time they had contact with the person with the presumptive or positive COVID-19 case.
    - iv. The 10-day quarantine can be shortened to 7 days if:
      1. The person takes a COVID-19 test between days 5 and 7 of their quarantine period that comes back negative AND
      2. The person is asymptomatic.
  - c. If a person develops a fever, unusual cough, shortness of breath, diarrhea, vomiting, headache, sore throat, or rash 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.
- d. If a child or staff member has symptoms of diarrhea, vomiting, headache, sore throat, or rash, they must be excluded and advised to consult a medical professional.
    - i. If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
    - ii. If not seen by a medical professional, they may return 24 hours after resolution of symptoms.
  - e. Anyone who comes into child care who has 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.
5. If anyone who has entered the facility, including household members, is diagnosed with COVID-19:
- a. Woodhaven shall immediately notify the local public health authority and the Office of Child Care.
  - b. Woodhaven shall immediately contact our local public health authority and licensing specialist.
  - c. 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.
  - d. Ensure 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 10 days. The 10-day quarantine can be shortened to 7 days if:
    - i. The person takes a COVID-19 test between days 5 and 7 of their quarantine period that comes back negative AND
    - ii. The person is asymptomatic.

## 13. Professional Development

1. Woodhaven ensures all necessary staff and Parent Teachers have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.
2. Woodhaven provides access to professional development that contributes to staff's professional learning goals and to meet child care licensing or program requirements.
3. Woodhaven ensures staff have resources necessary to participate in online courses or remote training.
4. In-person training is strongly discouraged by Woodhaven. When considering in-person training, make sure the person or organization providing the training has received prior

approval from the ELD for 1) any in-person training, and 2) meets professional development requirements.

- a. Exception: Prior approval is not required for in-person training if all participants work at the same child care or early education facility or are within the same household and do not work at additional facilities and:
  - i. The training happens within the facility where staff work. • Does not disrupt stable groups of children and staff.
  - ii. 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.
  - iii. Physical distancing is maintained throughout the entire experience.
  - iv. Face shields or face coverings are worn by participants.
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.
6. Woodhaven provides access to digital literacy training for staff to support online learning for themselves, children, or families.
7. Woodhaven provides access to professional development around mental health and supporting resilience for oneself, families, and children that is culturally relevant to staff and families.
8. Support any trainers, coaches, or other professional development staff on adapting supports through distance methods.

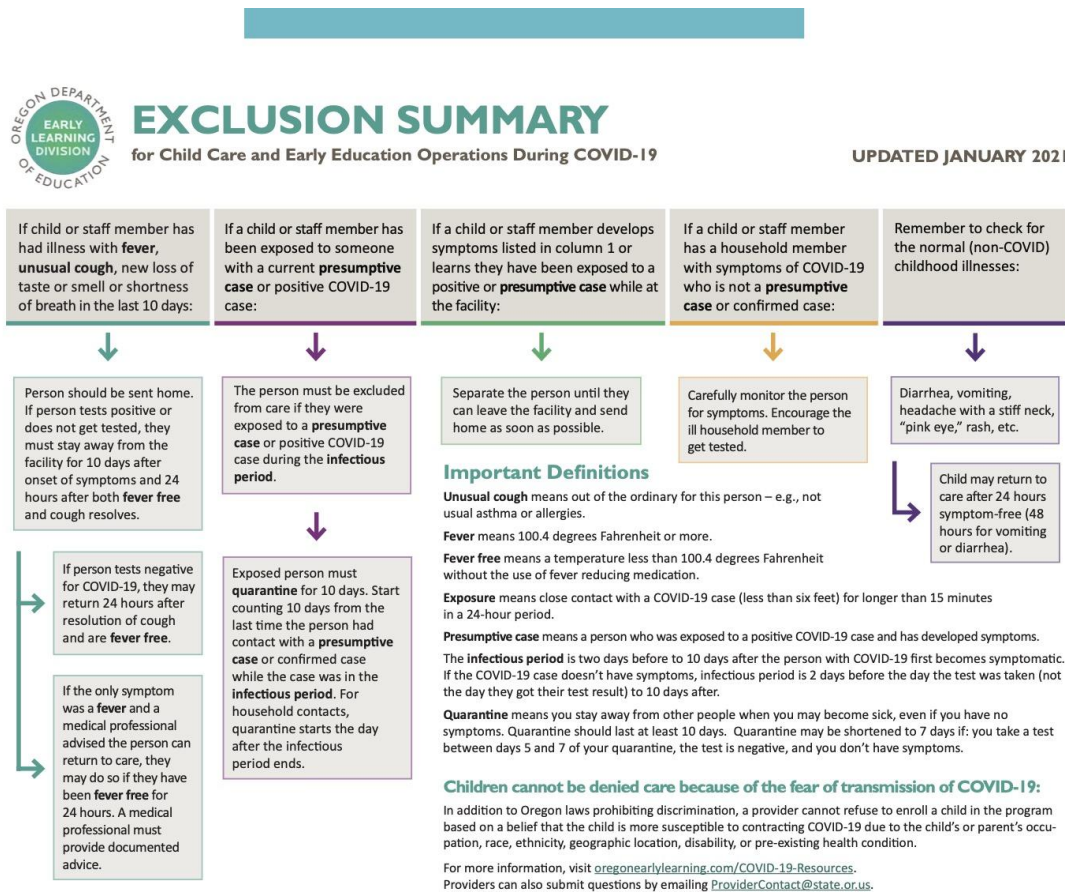
## 14. References

1. Oregon Department of Education Early Learning Division Coronavirus Disease References: <https://oregonearlylearning.com/COVID-19-Resources>
2. “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19”:  
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3. Bioesque’s Botanical Disinfectant Solution Product information:  
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4. Clorox Clean-Up Cleaner + Bleach:  
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5. Disinfectants for Use Against COVID-19 EPA:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
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7. GUIDANCE FOR CLEANING AND DISINFECTING CDC:  
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)
8. Cleaning And Disinfecting Your Facility CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>
9. Face coverings must follow CDC guidelines:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

## 15. Appendix

Graphic 1





## Graphic 2

| Table 5: Required Cleaning Schedule |                        |           |   |        |                       |  |
|-------------------------------------|------------------------|-----------|---|--------|-----------------------|--|
| Item                                | Sanitize or Disinfect? |           | Frequency Note: At times, it may be necessary to clean, rinse, sanitize, and/or disinfect more frequently |        |                       | Notes  |
|                                     | Sanitize               | Disinfect | Daily   | Weekly | Before/After Each Use |  |
| <b>Child Care Areas</b>             |                        |           |   |        |                       |  |
| Toys                                | X                      |           | X   |        | X                     | <ul style="list-style-type: none"> <li>Collect “mouthed” toys after each use by a child.</li> <li>Collect all other toys daily or as they become dirty.</li> </ul>   |
| Objects intended for the mouth      | X                      |           |   |        | X                     | <ul style="list-style-type: none"> <li>Thermometers, pacifiers, teething toys, and similar objects must be cleaned and reusable parts sanitized between uses.</li> <li>Pacifiers may not be shared.</li> </ul> |

| Table 5: Required Cleaning Schedule, Continued   |                        |           |   |        |                       |  |
|--|------------------------|-----------|---|--------|-----------------------|--|
| Item   | Sanitize or Disinfect? |           | Frequency Note: At times, it may be necessary to clean, rinse, sanitize, and/or disinfect more frequently |        |                       | Notes  |
|  | Sanitize               | Disinfect | Daily   | Weekly | Before/After Each Use |  |
| <b>Child Care Areas, Continued</b>   |                        |           |   |        |                       |  |
| Soft surfaces (e.g., carpeted floor, rugs, and drapes)   |                        | X         | X   |        |                       | <ul style="list-style-type: none"> <li>Vacuum carpeted floor and rugs daily.</li> <li>Disinfect if soft surfaces are contaminated, using products approved by EPA for use against SARS-CoV-2.</li> </ul> |
| High touch surfaces (e.g., doorknobs, light switches, non-food countertops, handles, desks, phones, keyboards, and toilets)  |                        | X         | X   |        |                       | <ul style="list-style-type: none"> <li>Disinfect at the end of each day.</li> </ul>  |
| <p><b>Specific additional requirements for Registered Family (RF) and Certified Family (CF) Providers</b></p> <ul style="list-style-type: none"> <li>Spaces must be cleaned between the times when household members utilize the space and the times when a group of children utilize the designated child care space.</li> <li>Items used for child care must be washed separately from items used by family or household members.</li> </ul> |                        |           |   |        |                       |  |
| <b>Sleeping Areas</b>  |                        |           |   |        |                       |  |
| Linens, clothing, and other items that go in the laundry   |                        |           |   | X      |                       | <ul style="list-style-type: none"> <li>Clean at least weekly and in between use by another child.</li> </ul>   |
| Bed sheets, pillow cases, cribs, cots, mats, and blankets  | X                      |           |   | X      |                       | <ul style="list-style-type: none"> <li>Clean and sanitize bed sheets, pillow cases, cribs, cots, mats, and blankets before use by another child and at least weekly.</li> </ul>                          |

| Table 5: Required Cleaning Schedule, Continued |                        |           |   |        |                       |  |
|--|------------------------|-----------|---|--------|-----------------------|--|
| Item   | Sanitize or Disinfect? |           | Frequency Note: At times, it may be necessary to clean, rinse, sanitize, and/or disinfect more frequently |        |                       | Notes  |
|  | Sanitize               | Disinfect | Daily   | Weekly | Before/After Each Use |  |
| <b>Toilet and Diapering Areas</b>              |                        |           |   |        |                       |  |
| Handwashing sinks and faucets                  |                        | X         |   |        | After each use        |  |
| Changing tables                                |                        | X         |   |        | After each use        |  |
| Potty chairs                                   |                        | X         |   |        | After each use        |  |
| Diaper trash cans                              |                        | X         | X   |        |                       |  |
| Bathroom floors                                |                        | X         | X   |        |                       | <ul style="list-style-type: none"> <li>At the end of the day.</li> </ul> |
| Countertops                                    |                        | X         | X   |        |                       | <ul style="list-style-type: none"> <li>At the end of the day.</li> </ul> |
| Toilets  |                        | X         | X   |        |                       |  |
| <b>Food Areas</b>                              |                        |           |   |        |                       |  |
| Food preparation surfaces                      | X                      |           |   |        | X                     |  |
| Eating utensils and dishes                     | X                      |           |   |        | After each use        |  |
| Tables and high chair trays                    | X                      |           |   |        | X                     |  |
| Countertops                                    | X                      |           | at end of day   |        | After each use clean  |  |
| Food Preparation Appliances                    | X                      |           | X   |        | After each use        |  |
| Mixed use tables                               | X                      |           |   |        |                       | <ul style="list-style-type: none"> <li>Before serving food.</li> </ul>   |
| Refrigerator                                   | X                      |           |   |        |                       | <ul style="list-style-type: none"> <li>Clean monthly.</li> </ul>         |
| Food preparation sinks                         | X                      |           | X   |        |                       |  |

| Table 5: Required Cleaning Schedule, Continued |                        |           |   |        |                       |   |
|--|------------------------|-----------|---|--------|-----------------------|---|
| Item   | Sanitize or Disinfect? |           | Frequency Note: At times, it may be necessary to clean, rinse, sanitize, and/or disinfect more frequently |        |                       | Notes   |
|  | Sanitize               | Disinfect | Daily   | Weekly | Before/After Each Use |   |
| <b>Food Areas, Continued</b>                   |                        |           |   |        |                       |   |
| Kitchen floors                                 | X                      |           | X   |        |                       |   |
| <b>Electronics</b>                             |                        |           |   |        |                       |   |
| Electronics                                    |                        | X         |   |        |                       | <ul style="list-style-type: none"> <li>Follow manufacturer's instructions.</li> </ul> |