



Staff COVID-19 Training

Emergency Child Care Guidance

Must be completed prior to the first day of work or during employee orientation and with all staff as updates occur, prior to implementation of the guidance.

Staff Name:	CBR #:	Hire Date:
Facility Name:		OCC #:

After completing the checklist, sign and submit page 1 to the [Oregon Registry Online \(ORO\)](#).¹

Signature of Person Providing Orientation

Date

Staff Signature

Date

Core Knowledge Category (CKC):

- 1 hr: Health, Safety, and Nutrition (HSN)
- 1 hr: Program Management (PM)

Total Training Hours: 2

¹ Refer to <https://www.pdx.edu/education-career-development/steps-credentials-oro#ORO>. "Oregon Registry Online."
Updated in 2021.

NOTE: The “Policy/Procedure Reviewed with Staff” on pages 2-5 is not all-inclusive. Staff are responsible to review the guidance provided by ELD and comply with all requirements².

POLICY/PROCEDURE REVIEWED WITH STAFF	
<p>Drop-Off and Pick-Up</p> <ul style="list-style-type: none"> <input type="checkbox"/> May occur at the entrance of the classroom or child care space. <input type="checkbox"/> Parent/adult must wear a face covering. <input type="checkbox"/> Parent/adult must maintain social distance from everyone except their child. <input type="checkbox"/> Space must be able to accommodate six feet physical distance between each family. <input type="checkbox"/> No fans may be used in the drop-off/pick-up area. <input type="checkbox"/> Children must wash hands immediately upon arrival and prior to engaging with their stable group. This may occur inside the classroom or child care space. 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Daily Health Check</p> <ul style="list-style-type: none"> <input type="checkbox"/> For fever checks, staff may get verbal certification from the parent, a child old enough to answer for themselves, or may note on their health check log that it was verified through the school or other provider who cared for the child that day. <input type="checkbox"/> All persons entering must receive a health check; all health check questions must be asked each time. <input type="checkbox"/> Parents are permitted to complete the screening prior to arrival at the child care program. This must be completed daily and can be electronic or on an ELD form. <input type="checkbox"/> Staff can self-attest. <input type="checkbox"/> Log, document pass/fail only. <input type="checkbox"/> Staff conducting health check must wear a face covering. <input type="checkbox"/> Face covering must be changed if there is contact with a sick child. <input type="checkbox"/> Monitor children for fever, cough, shortness of breath, and new loss of taste and smell. Report to director/provider if child presents with any symptoms. <input type="checkbox"/> Additionally, monitor for common illnesses that may be present during non-COVID times. Children with symptoms of headache with a stiff neck, diarrhea, vomiting, sore throat, “pink eye” and rash may return to care 24 hours after symptoms resolve. <input type="checkbox"/> If a child has received a routine vaccination within the last 48 hours, they may return to care at the direction of a medical professional, with documentation, once they are fever-free. <input type="checkbox"/> Staff who have received all doses of the COVID-19 vaccine and two weeks have passed since their final dose: 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>

² Refer to <https://oregonearlylearning.com/COVID-19-Resources>. “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19.” Published 8/14/2020, updated May 2021.

POLICY/PROCEDURE REVIEWED WITH STAFF

- Are not required to answer questions 1 or 2 of the daily health check, but must self-monitor for symptoms and be excluded if they are symptomatic.
- Are not required to self-quarantine if exposed to a confirmed or presumptive COVID-19 case, but must self-monitor for COVID-19 symptoms and be excluded if they are symptomatic.
- If a program is not aware of a staff member's vaccination status, staff must quarantine as though they have not been vaccinated.

Recordkeeping

- Visitors must be logged and receive a health check.
- For RF/CF: Child residents must be on attendance log if present in home.
- All people entering the child care space must be logged and receive a health check.
- If the same person conducts the drop off or pick up daily, logging the adult's name is not required.
- Retain records in accordance with licensing rules.

Date Completed: _____

Date Updated: _____

Notes:

Family Engagement

- Families must be informed of COVID-19 requirements.
- Allow parents to enter if they have a health or safety concern.
- Provide space, if requested, away from children for breastfeeding and parents who come to assist with feeding a child with special needs.
- Families considering enrollment may visit the facility during child care hours, but may enter the child care space or classroom only when children are not present. A face covering must be worn and a health check must be completed.

Date Completed: _____

Date Updated: _____

Notes:

Group Size and Stable Groups

- Children must remain with their stable group; groups cannot be mixed.
- Except for floaters, staff must stay with their stable group.
- Staff must physically distance (6 feet at all times) from other staff and children not in their stable group.
- Only staff assigned to the stable group may be in the classroom with the following exceptions:
 - Floaters for breaks
 - Specialized services or tutors (see guidelines for full list)
 - Food service
 - Volunteers or practicum students for program enhancement

Date Completed: _____

Date Updated: _____

Notes:

POLICY/PROCEDURE REVIEWED WITH STAFF

- During the summer months, week-to-week enrollment is allowed. Stable groups must not change more often than weekly.
- Volunteers and practicum students may be assigned to two stable groups and may not transfer groups during a 14-day period.
- Each stable group may have no more than two additional adults (e.g., volunteers, practicum students, and program observers) at the same time during the day.
- Contracted services such as gymnastics or music are permitted and must occur outdoors with one stable group at a time.
- Additional adults performing daily health checks may do so only for the stable group they are assigned.
- All adults referenced above must practice physical distancing with others outside their group.
- When outdoors, groups must have their own space and be kept separate from other groups.
- A center may combine two stable groups of infants or toddlers (or a combination of both infants and toddlers) at the beginning and end of the day.
 - Attendance at any given time must not exceed maximum group size in the charts above.
 - The combined stable groups must be the same daily.

Personal Protective Equipment for Children and Adults

- All adults must wear face coverings.
 - Medical exemptions are not permitted in facilities that employ staff, per OR OSHA.
 - Providers that do not employ staff, or whose only employed staff reside in a home-based child care space, may exercise an exemption to the requirement to wear a face covering if they have a medical condition or disability, as documented by their medical or mental health professional's order, that prevents them from wearing a face covering.
- Children, kindergarten eligible and older, must wear face coverings except:
 - With medical exception
 - If they cannot remove it themselves
 - While sleeping
 - While eating
- Face coverings must be washed or a new one worn daily; disposable only worn once.
- Providers and staff may remove face coverings when no child care children or other staff are present, and there is no risk of contact with children or staff.

Date Completed: _____

Date Updated: _____

Notes:

POLICY/PROCEDURE REVIEWED WITH STAFF

<p>Daily Activities</p> <ul style="list-style-type: none"><input type="checkbox"/> Indoor and outdoor field trips are permitted.<ul style="list-style-type: none"><input type="checkbox"/> Adults and children must wash their hands upon arrival and when leaving the facility.<input type="checkbox"/> Transportation guidance must be followed.<input type="checkbox"/> Water tables must be drained, cleaned, and sanitized between uses by a stable group, as they become dirty, and at least daily.<input type="checkbox"/> Sand trays, outdoor sandboxes, and sensory tables are allowed.<ul style="list-style-type: none"><input type="checkbox"/> Sensory tables must be washed between stable groups.<input type="checkbox"/> Children must wash their hands before and after sensory table, sandbox, or sand tray use.<input type="checkbox"/> Dress-up clothes must be washed after each child's use.<input type="checkbox"/> Clean and sanitize materials between uses by a stable group, as they become dirty, and at least daily.<input type="checkbox"/> Children must wash/sanitize hands before starting a new activity.	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Handwashing and General Hygiene</p> <ul style="list-style-type: none"><input type="checkbox"/> Hand washing with soap and water is required for:<ul style="list-style-type: none"><input type="checkbox"/> Before and after eating, preparing food and bottle preparation<input type="checkbox"/> Before and after administering medication<input type="checkbox"/> After toileting or assisting with toileting<input type="checkbox"/> Before and after diapering<input type="checkbox"/> After cleaning (staff only)<input type="checkbox"/> After bagging, cleaning, and disinfecting laundry<input type="checkbox"/> Hand sanitizer is only allowed for:<ul style="list-style-type: none"><input type="checkbox"/> After wiping a nose, coughing, sneezing<input type="checkbox"/> After coming in from outside<input type="checkbox"/> Upon entering or leaving facility<input type="checkbox"/> Staff moving between stable groups<input type="checkbox"/> Before putting on face covering, taking off face covering, and anytime the face covering is touched<input type="checkbox"/> Hand sanitizer must be out of children's reach when not in use.<input type="checkbox"/> Hand sanitizer must not be used for children under two years.<input type="checkbox"/> Application of hand sanitizer for preschool age children must be supervised by an adult.	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Food and Nutrition</p> <ul style="list-style-type: none"><input type="checkbox"/> Water fountains may only be used for filling containers (e.g. water bottle).<input type="checkbox"/> Staff may serve children from a communal bowl, but food may not be passed around by children or served by children.<input type="checkbox"/> Activities that involve food handling must be directly supervised to minimize contamination. Shared materials must be limited and sanitized between uses by stable groups.	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Cleaning and Building Maintenance</p> <ul style="list-style-type: none"><input type="checkbox"/> Refer to Table 3 for cleaning schedule.	<p>Date Completed: _____</p>

POLICY/PROCEDURE REVIEWED WITH STAFF

- Collect toys that are mouthed or dirty.
- Clean, rinse and sanitize toys weekly.
- Wash bedding weekly and between uses by each child.

Date Updated: _____

Notes:

Responding to Possible and Confirmed Cases of COVID-19

- Review plan with staff for any children with special health needs.
- Review the facility plan for confirmed cases with staff.
- Review ELD provided exclusion chart.
- Monitor children for fever, cough, shortness of breath, new loss of smell or taste, headache, diarrhea, sore throat and rash; report to director/provider if child presents with any symptoms.
- No discrimination may occur based on the belief that a child may be more susceptible to contracting COVID-19.
- Staff who have received the COVID-19 vaccine must be excluded if experiencing COVID-19 symptoms. Staff may return with a negative COVID-19 test and 24 hours symptom-free. If COVID-19 test is positive, or no test is taken, they must be excluded for 10 days.
- Staff members who have received all required doses of the COVID-19 vaccine and two weeks have passed since their final dose are not required to quarantine if exposed to a confirmed or presumptive COVID-19 case.

Date Completed: _____

Date Updated: _____

Notes:

Transportation

- Review program's Transportation Plan pertaining to COVID-19 Guidelines.

Date Completed: _____

Date Updated: _____

Notes:

Professional Development

- Review professional development training requirements and review resource list for how to obtain professional development.

Date Completed: _____

Date Updated: _____

Notes:

COVID-19 Health and Safety Plan

- Review program's COVID-19 Health and Safety Plan.

Date Completed: _____

Date Updated: _____

Notes:

Notes: