



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 2020.

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"/> Must occur outside (except during inclement weather) <input type="checkbox"/> Parents must wear face coverings <input type="checkbox"/> Wash/sanitize hands immediately upon entry and departure <input type="checkbox"/> Switch out or sanitize writing utensils <input type="checkbox"/> Drop-off and pick-up may occur inside the facility if experiencing inclement weather <ul style="list-style-type: none"> <input type="checkbox"/> Parent/adult must wear face covering <input type="checkbox"/> Parent/adult must maintain social distancing from everyone except their child <input type="checkbox"/> Parent/adult must remain in the entry <input type="checkbox"/> No fans may be used in the drop-off/pick-up area 	<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 have health check including all health check questions asked each time. <input type="checkbox"/> Staff can self-attest <input type="checkbox"/> Log, document pass/fail only <input type="checkbox"/> Staff conducting check must wear face covering <input type="checkbox"/> Face covering must be changed if contact with sick child <input type="checkbox"/> Monitor children for fever, cough, shortness of breath and report to director/provider if child presents with any symptoms <input type="checkbox"/> Additionally, monitor for normal illness that may 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 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Recordkeeping</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visitors must be logged and receive health check <input type="checkbox"/> For RF/CF: Child residents must be on attendance log if present in home <input type="checkbox"/> All people entering the child care must be logged and receive health check <input type="checkbox"/> Retain records for two years 	<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 January 2021.

<p>Family Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must inform families of COVID-19 requirements <input type="checkbox"/> Allow parents to enter if they have a health or safety concern <input type="checkbox"/> Provide space away from children for breastfeeding and parents who come to assist with feeding a child with special needs <input type="checkbox"/> Families seeking enrollment must do so when children are not present and a face covering must be worn 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Group Size and Stable Groups</p> <ul style="list-style-type: none"> <input type="checkbox"/> Children must remain with their stable group and cannot be mixed <input type="checkbox"/> Except for floaters, staff must stay with their stable group <input type="checkbox"/> Staff must physically distance (6 feet at all times) from other staff and children not in their stable group <input type="checkbox"/> Only staff assigned to the stable group may be in the classroom with a few exceptions: <ul style="list-style-type: none"> <input type="checkbox"/> Floaters for breaks <input type="checkbox"/> Specialized services or tutors (see guidelines for full list) <input type="checkbox"/> Food service <input type="checkbox"/> Volunteers or practicum students for program enhancement <input type="checkbox"/> Volunteers and practicum students must be assigned to only one stable group and may not transfer groups during a 14-day period <input type="checkbox"/> Volunteers and practicum students are limited to one individual within a stable group at the same time during the day. <input type="checkbox"/> Contracted services such as gymnastics or music are not permitted <input type="checkbox"/> Additional adults performing daily health checks may do so only for the stable group they are assigned <input type="checkbox"/> All adults referenced above must practice physical distancing with others outside their group <input type="checkbox"/> When outdoors, groups must have their own space and be kept separate from other groups 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Personal Protective Equipment for Children and Adults</p> <ul style="list-style-type: none"> <input type="checkbox"/> All adults must wear face coverings <input type="checkbox"/> Children, kindergarten eligible and older, must wear face coverings except: <ul style="list-style-type: none"> <input type="checkbox"/> With medical exception <input type="checkbox"/> If they cannot remove it themselves <input type="checkbox"/> While sleeping <input type="checkbox"/> While eating <input type="checkbox"/> Face coverings must be washed or a new one worn daily; disposable only worn once 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>

<p>Daily Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> No water, sand, play dough unless individual portions are provided <input type="checkbox"/> Dress up clothes must be washed after each child's use <input type="checkbox"/> Limit sharing of toys <input type="checkbox"/> Clean and sanitize materials between uses by a stable group, as they become dirty, and at least daily <input type="checkbox"/> Mats/cots/cribs must be 36 inches apart and placed head to toe <input type="checkbox"/> Children must wash/sanitize hands before starting 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 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"/> Removing gloves <input type="checkbox"/> Hand sanitizer 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"/> After sharing toys and materials <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 	<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 only 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 	<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 5 for cleaning schedule <input type="checkbox"/> Gloves must be worn; reusable rubber gloves okay for general cleaning, but disposable gloves are required for: <ul style="list-style-type: none"> <input type="checkbox"/> Cleaning around a sick person <input type="checkbox"/> Diapers, stool, blood or other bodily fluids <input type="checkbox"/> Collect toys that are mouthed or dirty <input type="checkbox"/> Clean, rinse and sanitize toys daily <input type="checkbox"/> Wash bedding weekly <input type="checkbox"/> For RF/CF: Child care items must be washed separately from household items 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>

<p>Responding to Possible and Confirmed Cases of COVID-19</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review plan with staff for any children with special health needs <input type="checkbox"/> Review the facility plan for confirmed cases with staff <input type="checkbox"/> Review ELD provided exclusion chart <input type="checkbox"/> 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 <input type="checkbox"/> No discrimination for belief that a child may be more susceptible to contracting COVID-19 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Transportation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review program's transportation plan pertaining to COVID-19 Guidelines 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>Professional Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review professional development training requirements and review resource list for how to obtain professional development 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>
<p>COVID-19 Health and Safety Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review program's COVID-19 Health and Safety Plan 	<p>Date Completed: _____</p> <p>Date Updated: _____</p> <p>Notes:</p>

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