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.

<table>
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<tr>
<th>Staff Name:</th>
<th>CBR #:</th>
<th>Hire Date:</th>
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<tr>
<th>Facility Name:</th>
<th>OCC #:</th>
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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.

<table>
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<tr>
<th>POLICY/PROCEDURE REVIEWED WITH STAFF</th>
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### Drop-Off and Pick-Up
- Must occur outside (except during inclement weather)
- Parents must wear face coverings
- Wash/sanitize hands immediately upon entry and departure
- Switch out or sanitize writing utensils
- Drop-off and pick-up may occur inside the facility if experiencing inclement weather
  - Parent/adult must wear face covering
  - Parent/adult must maintain social distancing from everyone except their child
  - Parent/adult must remain in the entry
  - No fans may be used in the drop-off/pick-up area

### Daily Health Check
- 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
- All persons entering must have health check including all health check questions asked each time.
- Staff can self-attest
- Log, document pass/fail only
- Staff conducting check must wear face covering
- Face covering must be changed if contact with sick child
- Monitor children for fever, cough, shortness of breath and report to director/provider if child presents with any symptoms
- 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

### Recordkeeping
- Visitors must be logged and receive health check
- For RF/CF: Child residents must be on attendance log if present in home
- All people entering the child care must be logged and receive health check
- Retain records for two years

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### Family Engagement
- Must inform families of COVID-19 requirements
- Allow parents to enter if they have a health or safety concern
- Provide space away from children for breastfeeding and parents who come to assist with feeding a child with special needs
- Families seeking enrollment must do so when children are not present and a face covering must be worn

### Group Size and Stable Groups
- Children must remain with their stable group and 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 a few exceptions:
  - Floaters for breaks
  - Specialized services or tutors (see guidelines for full list)
  - Food service
  - Volunteers or practicum students for program enhancement
- Volunteers and practicum students must be assigned to only one stable group and may not transfer groups during a 14-day period
- Volunteers and practicum students are limited to one individual within a stable group at the same time during the day.
- Contracted services such as gymnastics or music are not permitted
- 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

### Personal Protective Equipment for Children and Adults
- All adults must wear face coverings
- 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
### Daily Activities
- No water, sand, play dough unless individual portions are provided
- Dress up clothes must be washed after each child’s use
- Limit sharing of toys
- Clean and sanitize materials between uses by a stable group, as they become dirty, and at least daily
- Mats/cots/cribs must be 36 inches apart and placed head to toe
- Children must wash/sanitize hands before starting new activity

### Handwashing and General Hygiene
- Hand washing with soap and water required for:
  - Before and after eating, preparing food and bottle preparation
  - Before and after administering medication
  - After toileting or assisting with toileting
  - Before and after diapering
  - Removing gloves
- Hand sanitizer only allowed for:
  - After wiping a nose, coughing, sneezing
  - After coming in from outside
  - Upon entering or leaving facility
  - Staff moving between stable groups
  - After sharing toys and materials
  - Before putting on face covering, taking off face covering, and anytime the face covering is touched
- Hand sanitizer must be out of children’s reach when not in use
- Hand sanitizer must not be used for children under two years

### Food and Nutrition
- Water fountains only used for filling containers (e.g. water bottle)
- Staff may serve children from a communal bowl, but food may not be passed around by children or served by children

### Cleaning and Building Maintenance
- Refer to **Table 5** for cleaning schedule
- Gloves must be worn; reusable rubber gloves okay for general cleaning, but disposable gloves are required for:
  - Cleaning around a sick person
  - Diapers, stool, blood or other bodily fluids
- Collect toys that are mouthed or dirty
- Clean, rinse and sanitize toys daily
- Wash bedding weekly
- For RF/CF: Child care items must be washed separately from household items
**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 for belief that a child may be more susceptible to contracting COVID-19

**Transportation**

- Review program’s transportation plan pertaining to COVID-19 Guidelines

**Professional Development**

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

**COVID-19 Health and Safety Plan**

- Review program’s COVID-19 Health and Safety Plan

**Notes:**