



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 Lic #:

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

NOTE: The “Policy/Procedure Reviewed With Staff” on pages 2-4 is not all-inclusive. Staff are responsible to review the guidance provided by ELD and comply with all requirements².

¹ Refer to <https://www.pdx.edu/education-career-development/steps-credentials-oro#ORO>. “Oregon Registry Online.” Updated in 2020.

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.

POLICY/PROCEDURE REVIEWED WITH STAFF

Drop-Off and Pick-Up

- Must occur outside
- Parents must wear face coverings
- Wash/sanitize hands immediately upon entry and departure
- Switch out or sanitize writing utensils

Date Completed: _____

Date Updated: _____

Notes:

Daily Health Check

- Children's temperature must be taken by staff (or by parent if done in front of staff)
- All persons entering must have health check
- Staff can self-attest
- Log, document pass/fail only
- Staff conducting check must wear face covering and long sleeved outer layer
- Face covering must be changed if contact with sick child
- Monitor children for fever, cough, shortness of breath, headache, diarrhea, sore throat and rash. Report to director/provider if child presents with any symptoms

Date Completed: _____

Date Updated: _____

Notes:

Recordkeeping

- Visitors must be logged
- For RF/CF: Child residents must be on attendance log if present in home
- All people coming in contact with stable group must be logged
- Retain records for two years

Date Completed: _____

Date Updated: _____

Notes:

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 mask must be worn

Date Completed: _____

Date Updated: _____

Notes:

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
 - Food service
- Outdoors, groups must have their own space and be kept separate from other groups

Date Completed: _____

Date Updated: _____

Notes:

Personal Protective Equipment for Children and Adults

- All adults must wear face coverings
- Children, kindergarten 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
- For CC: Adults wear clean outer layer for health checks and when interacting with multiple groups
- For All License Types: Clean outer layer required for infant feeding; same layer may be worn multiple times for same infant if layer is clean

Date Completed: _____

Date Updated: _____

Notes:

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
- Mats/cots must be 36 inches apart
- Children must wash/sanitize hands before starting new activity

Date Completed: _____

Date Updated: _____

Notes:

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/face shield, taking off face covering/face shield, and anytime the face covering/face shield is touched
- Hand sanitizer must be out of children's reach when not in use

Date Completed: _____

Date Updated: _____

Notes:

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

Date Completed: _____

Date Updated: _____

Notes:

<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 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 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, 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 	<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>

Notes: