



Oregon

Kate Brown, Governor

Early Learning Division



September 11, 2020

Dear Provider,

The Early Learning Division (ELD) wants to help ensure child care providers have personal protective equipment (PPE) for safe operations during the COVID-19 pandemic. You can now receive a free order of supplies by applying through the [state's website](#).

These supplies are designed to assist providers meet the new [Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19](#) outlined by the Office of Child Care to ensure your safety and the safety of children and families in your care. Child care providers should follow proper PPE use and avoid unnecessary stockpiling of supplies. In addition to information shared in this letter, you can visit <https://oregonearlylearning.com/COVID-19-Resources/For-Providers> for regularly updated frequently asked questions on emergency supplies for child care providers.

Who is eligible?

In order to be eligible, a child care provider must be one of these types of child care programs:

- A Registered Family, Certified Family, Certified Center child care provider, or a Recorded Program, **AND** approved as an Emergency Child Care program
- A License-Exempt provider caring for 3 or fewer children whose families are accessing Employment-Related Day Care (ERDC)
- A License-Exempt public entity operating Emergency Child Care

How do I order supplies?

Go to the website (<https://supplyconnector.org/states/oregon/free-ppe/>) and complete the order form. Please have your license/provider number and the shipping address for supplies ready.

How does it work?

Each order is per license number/provider number. If your business has multiple locations and multiple licenses, fulfill one order per license number.

Based on your provider type, the portal will present you with different care package options. Care packages include masks, gloves, disinfectant wipes, baby wipes (for all-age care packages), and a thermometer. Some care packages are suited for school-age child care and others accommodate the care of young children and infants. Providers can choose **ONE** option. For

larger facilities, you are welcome to select a smaller care package if you do not need as many supplies.

ELD is fulfilling orders at no charge until resources are depleted. Providers can order one care package for each child care site/location. Supplies ordered from the website are not for resale, which is prohibited under any circumstances. Unneeded supplies can be donated to other child care providers, small businesses, nonprofits, restaurants or other eligible businesses in your community.

What if I cannot apply online?

If you cannot fill out the online form, do not have internet access, or believe you are eligible for emergency supplies but cannot apply online, please contact your local [Child Care Resource and Referral \(CCR&R\) program](#) or your Licensing Specialist.

What about shipping?

Orders will be shipped to the address that you provide in the order form. We recommend that you use the physical address associated with your license/provider number. It will take less time to validate and process your order. For larger providers, it is acceptable if you to send all the supplies for each of your licenses to one central location for distribution.

You should receive your care package within two weeks of ordering.

Thank you for all you do to keep your staff and children in Oregon safe. We appreciate your dedication and hard work.

Sincerely,



Miriam Calderon, Early Learning Division Director



Amy Joyce, Child Care Director