



Oregon

Kate Brown, Governor

Early Learning Division



September 25, 2020

Dear Provider,

The Early Learning Division (ELD)'s [“Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19”](#) requires child care facilities to create a written “COVID-19 Health and Safety Plan” for each facility (see section 14 titled “COVID-19 Health and Safety Plan”). A COVID-19 Health and Safety Plan template in English, Spanish, Russian, Vietnamese, and Chinese is [now available online](#) for programs to complete. If you choose not to use ELD's template, your plan must include all of the required elements that are identified in ELD's template.

This plan is different from an emergency preparedness or other plan already required by licensing rules. The COVID-19 Health and Safety Plan should be updated throughout the year and posted in an accessible and visible space.

Programs have 45 days from the issue date of ELD's template to complete their plan. The plan must be provided to families in a manner they can understand by **Monday, November 9, 2020**. You do not need to send the plan to ELD unless requested.

Find more resources, including a video overview of the template, and updated FAQs on ELD's [COVID-19 webpage](#).

Thank you for your continued work to serve children and families in Oregon.

Sincerely,

Amy Joyce
Child Care Director
Early Learning Division