

Health and Safety Plan: Once Upon A Time Early Learning Center

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Summary of Responses to Key Questions:

- **How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?**

Temperature checks of all staff and students when entering the building daily. All staff and students over two years of age will wear masks or shields when entering the building and in common areas.

- **How did you engage stakeholders in the type of re-opening your school entity selected**

A planning team consisting of administrators, teachers, and parents were gathered to research the best practices and best available resources as well as surveying the needs of community families.

- **How will you communicate your plan to your local community?**

The COVID – 19 Educational Recovery Plan will be disseminated to all stakeholder groups (Administrators, Families, Teachers, and other staff members) via email. The document will be placed on our website for public inspection.

- **Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?**

Decision making to prompt a school closure or other significant modification to operations will be made by our pandemic (administrative) team.

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff.
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):

May 18, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Joan Enz-Doerschner	OUAT	Health and Safety Plan Development/Response Team
Linda Engel	OUAT	Health and Safety Plan Development/Response Team
Abigail Enz-Doerschner	OUAT	Health and Safety Plan Development/Response Team

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Summary of Responses to Key Questions:

- **How will you ensure the building is cleaned and ready to safely welcome staff and students?**

When we reopened in May (5/18/2020) all classrooms were cleaned with soap and water then disinfected (Clorox Disinfecting Bleach or Clorox Disinfecting Wipes).

- **How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?**

Obtaining supplies for disinfection and gloves continues to be challenging. We have been able to obtain some disinfectant wipes with various dwell times, not the Anywhere Spray (sanitizing) or the genuine Clorox Wipes (disinfecting) we have been accustomed to using, therefore, we must continually read labels for dwell times for sanitizing and disinfecting. We have been able to procure some items from a local store manager who regularly makes us aware when products are available. We clean and disinfect many times throughout the day (see below).

- **How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?**

The initial cleaning was done before the students returned on May 18, 2020. Once school was in session, staff has continued to conduct regular cleaning of areas, particularly highly touched surfaces, using a disinfectant product. During the day, while school is in session, the staff regularly wipes doorknobs, light switches, and other frequently touched surfaces with a disinfectant. Bathrooms are cleaned and disinfected at naptime and at the end of the day. A hand sanitizing pump for adult use is in the foyer (entering and exiting) and in the infant room where we have a student who may be at higher risk to contract COVID – 19. Am and pm greeters/escorts are responsible to clean and disinfect hallway high touch areas.

- **What protocols will you put in place to clean and disinfect throughout an individual school day?**

Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID – 19 and other respiratory illnesses in households, schools, and other community settings.

- **Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All classroom teachers were trained in cleaning, disinfecting, and ventilation on May 15, 2020 during staff meetings and again updated in individual conferences in June and July as information was updated from the CDC and disseminated. During professional development on August 24, 2020 and October 12, 2020 we will again update and review strategies to prevent the spread of COVID -19. Training is provided ongoing as recommendations change. Cleaning verification forms will be signed off by staff to verify preparedness to implement cleaning protocols during the school day.

<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Toys that cannot be disinfected are not being used. Classrooms have bins for sanitizing toys. Toys that children have placed in their mouths are sanitized in the dishwasher.</p> <p>All bedding is for individual children and is washed and dried weekly at our facility.</p> <p>All surfaces disinfected at naptime including but not limited to light switches, door knobs, telephones, water fountains, sinks, counters, table tops, floors, chairs, cubbies, and playground toys.</p> <p>Restrooms are cleaned and disinfected at naptime and at the end of the day before closing. The am and pm greeters are responsible to clean and disinfect high touch areas including the hallway sink, all foyer glass windows, door knobs/handles, doorbell and infrared thermometer(s).</p> <p>As always, all cleaning materials are kept out of the reach of children (per regulation).</p>	<p>Same</p>	<p>Joan Enz-Doerschner, RN</p>	<p>Lysol Spray Clorox Wipes Oxivir Spray Windex Anywhere Spray</p> <p>Washer/Dryer Sanitizing Setting</p>	<p>N</p>
---	---	-------------	--------------------------------	--	----------

Other cleaning, sanitizing, disinfecting, and ventilation practices	<p>Where possible and safe teachers may increase circulation of fresh air in their classrooms by opening windows/playground doors to prevent pockets of stagnant air in occupied spaces (weather permitting).</p> <p>Once Upon A Time will continue using our air conditioning and heating systems as normal.</p> <p>Children will engage in activities and play out of doors as much as possible and appropriate.</p>	<p>Same</p>	<p>Joan Enz-Doerschner, RN</p>	<p>Furnace filters changed 6/24/2020</p>	<p>N</p>
--	--	-------------	--------------------------------	--	----------

Social Distancing and Other Safety Protocols

Summary of Responses to Key Questions:

- **How will classrooms/learning spaces be organized to mitigate spread?**

Hand washing sinks are available in each room. Field trips are virtual. Individual supplies and materials are provided when possible. We have assigned seating to help track virus spread if a student/staff tests positive for COVID – 19.

- **How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?**

Room 101 will house a preschool class with a maximum capacity of 10 beginning August 31, 2020. Room 102 has 17 (Pre K Counts students scheduled for the fall start of classes), and a maximum of 20 students in the summer with 2 teachers. Students and teachers wear masks. Rooms 103, 105, and 106 have a maximum of 8 students each with a 1:4 ratio of teachers. Teachers wear masks. Students remain in their own classrooms as much as possible. We discourage the children or staff to use physical contact such as handshakes, fist bumps, or high fives, etc.

- **What policies and procedures will govern use of other communal spaces within the school building?**

We stagger the use of the staff lounge. Two teachers sitting at least 6 feet apart are permitted in the staff lounge at a time. Teachers may break outside in the pavilion or at a covered table/chairs outside of room 105 or in a vacant classroom. Teachers must clean and disinfect the table before and after they eat.

Hallways have one teacher at a time and one set of children per family if entering or exiting the facility.

- **How will you utilize outdoor space to help meet social distancing needs?**

Outdoor play times are staggered for classroom groups of students. Infants and toddlers use the back playground area and preschool and school age students use the side playground. Students are discouraged from congregating in groups around activities and there are a variety of activities outside from which to choose on each playground.

- **What hygiene routines will be implemented throughout the school day?**

Proper hand washing (at least 20 seconds, video link <https://youtu.be/lisqnbMfKvI>) by students, staff, and volunteers on entering and exiting the building as well as frequently during the day.

- **How will you adjust student transportation to meet social distancing requirements?**

Families transport students.

- **What visitor and volunteer policies will you implement to mitigate spread?**

Only one family is in the foyer at a time. No visitors are coming into the facility at this time. Volunteers are asked to follow the same procedures as other staff members.

- **Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?**

Students under the age of 2 do not wear masks. Teachers physically/verbally assist younger (and others who may require help) students with hand washing. It is more difficult for our students to be compliant with masks and physical distancing because of their ages and abilities to comprehend.

- **Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All teachers and students are trained on social distancing and safety protocols which are reinforced daily (and as needed) and updated as new information becomes available. Training began for teachers on May 15, 2020 before returning to our classrooms. Preparedness to implement is per the CDC guidelines.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	To maximum extent possible we allow for playing out of doors, and discourage students from congregating. We have two outdoor play areas. One is used for infant and toddler groups and one for preschool and school age groups. The use of outdoor space is staggered so that only one classroom is outdoors at a time.	Same	Joan Enz-Doerschner, RN	None	N
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Pre-plated meals and snacks served by the same individual (rather than family style/pre-plated combination) in classrooms or out of doors. Food preparation is not done by the same person who is diapering children.	Same	Shelley Heinlein, AGS	Individual portion control cups from Restaurant Depot	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Hand washing for at least 20 seconds on entering and exiting the facility. Hand washing is also done after using the restroom, eating or handling food, before and after treating a cut or wound, after changing diapers or cleaning up a child who has used the toilet, after blowing our noses, coughing, or sneezing, emptying trash, or using cleaning and disinfecting products. We have discontinued the brushing of teeth after lunch per CDC guidelines. Hand sanitizer is used only by adults.</p>	<p>Same</p>	<p>Am and Pm Greeters assist students to wash their hands before entering and exiting the facility.</p> <p>Classroom teachers assist children with good hygiene practices while in the classrooms.</p>	<p>Soap and water</p>	<p>N</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Hand sanitizer is located at the foyer entrance for adults after they sign their student in or out. Hand washing signs are posted above every sink and toilet as well as in the foyer.</p>	<p>Same</p>	<p>Am and Pm Greeters alert adults that hand sanitizer is available in the foyer.</p> <p>Classroom Teachers assist students.</p>	<p>Signs</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>No tours offered. Family members are not permitted to enter classrooms. Families come to foyer for drop off and pick up. We encourage the same family member to drop off and pick up the students and discourage family members with underlying medical conditions due to the risk to their health.</p>	<p>Same</p>	<p>Am and Pm Greeters meet visitors at the door.</p>	<p>Posted Signs</p> <p>Communicated to families by email/Facebook</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	No Sporting Activities.	Same	N/A	N/A	N/A
Limiting the sharing of materials among students	The numbers of items in the classroom are reduced and rotated to permit washing and sanitizing frequently. Toys are not shared between classrooms. Toys are sanitized in the dishwasher daily and those items that can be washed are sanitized in our onsite washer on the sanitize setting.	Same	Classroom Teachers	Commercial Dishwasher Washer/Dryer	N
Staggering the use of communal spaces and hallways	Only one family member is in our foyer at a time for pick-ups and drop offs. All other families wait outside until the foyer is clear.	Same	Am and Pm Greeters	N/A	N
Adjusting transportation schedules and practices to create social distance between students	Families provide transportation. Only one family member is in our foyer at a time for pick-ups and drop offs. All other wait outside until the foyer is clear.	Same	N/A	N/A	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Currently ; 101 – less than 12 students 102 – 20 students or less 103 – 8 students maximum 105 – 8 students maximum 106 – 8 students maximum Students remain in their own classrooms for the majority of the day as much as possible	Same	Abigail Enz-Doerschner, Assistant Director	N/A	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	We are the local child care	Same	Joan Enz-Doerschner, RN	Information needed from parents and local school plan from Trinity School District	N
Other social distancing and safety practices	Special events (preschool graduation, family visits, speakers, field trips, vendors) are not being held. There are no large group activities scheduled.	Same	Joan Enz-Doerschner, Director	N/A	N

Monitoring Student and Staff Health

Key Questions

- Summary of Responses to Key Questions:

- **How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?**

Students, staff and any visitors are monitored at the foyer (temperature and COVID – 19 questions) daily. If a student becomes ill, families are notified and have one hour to pick up.

- **Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?**

Monitoring takes place upon arrival to Once Upon A Time Early Learning Center by staff (Am greeter/student escort).

- **What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?**

Students will be isolated in the staff lounge while awaiting pick-up. If a teacher becomes ill they are sent home.

- **Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?**

Administrators are responsible for making decisions regarding quarantine or isolation.

- **What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable or uncomfortable to return?**

To safely return to school staff and students must adhere to current CDC guidelines. If a staff member is symptomatic they will need to have resolution of symptoms for three days and at least ten days have passed since the first symptom. If a staff member is asymptomatic, than at least ten days from the date of a positive test presuming they have not developed symptoms within that time frame (CDC).

- **How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?**

The school will follow state and local guidance in determining when a student or staff member may return to school after a potential exposure to an active COVID -19infection. Students will be allowed to return to school after the prescribed self-quarantine time period. Accommodating students whose parents are unable or uncomfortable with returning to child care depends on their enrollment status (EHS, Infant/Toddler Program, Pre K Counts, CCW or private pay) and what their particular program rules are at that time.

- **When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?**

Families will be notified of illness/exposure and any subsequent changes to our health and safety plan using Email, Facebook, in person, and/or signage on the facility

- **Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?**

All staff have been trained on monitoring health protocols. Professional development was completed May 15, 2020 and has been ongoing as OCDEL and the CDC has updated protocols.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	Temperatures taken of all students and staff on entering our facility and questions asked regarding exposure and signs and symptoms of illness.	Same	Joan Enz-Doerschner, RN	Daily Sheets listing questions and responses	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Students must be picked up by families within 1 hour of being notified that their student is ill. Students will be isolated in an empty classroom if available or in staff lounge.</p> <p>If COVID – 19 is confirmed in a child or staff member we:</p> <ul style="list-style-type: none"> • Close off areas used by the person who is sick. • Open outside doors and windows to increase air circulation. • Allow 24 hours (or as long as possible before we clean and disinfect to allow respiratory droplets to settle. • Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas. • If more than 7 days have passed since the person who is sick visited or used the facility additional cleaning and disinfecting is not necessary. 	<p>Same</p>	<p>Joan Enz-Doerschner, RN</p>	<p>None</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<p>Per the CDC current guidelines: Staff and students can be with others after:</p> <p>At least 10 days since symptoms first appeared AND at least 24 hours with no fever without fever reducing medication AND symptoms have improved. Depending on health care provider's advice and availability of testing staff /students may get tested to see if you (still) have COVID – 19. If staff/students get tested, they can be around others when they have no fever, respiratory symptoms have improved and they receive two negative test results in a row at least 24 hours apart.</p>	<p>Same</p>	<p>Joan Enz-Doerschner, RN</p>	<p>Drs. Note</p> <p>Monitoring of ongoing updates by CDC.</p>	<p>N</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	If the current situation changes and it becomes necessary to update our policies and procedures, or close temporarily, we will notify staff, key family members, the public, the Health Department, and OCDEL using signs, email, and/or telephone.	Same	Abigail Enz-Doerschner, MS	Computer/Paper, Telephones	N
Other monitoring and screening practices					

Other Considerations for Students and Staff

Key Questions

Summary of Responses to Key Questions:

- **What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?**

Face coverings are currently required for all staff. Students over the age of 2 are provided face coverings.

- **What special protocols will you implement to protect students and staff at higher risk for severe illness**

Protocols for all students and staff at higher risk for infection require more stringent precautions and families and teachers to observe them carefully for any signs and symptoms of illness.

- **How will you ensure enough substitute teachers are prepared in the event of staff illness?**

Unfortunately, we do not have a ready number of substitute staff, although we advertise regularly. Administrators are available if needed.

- **How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?**

LEA (Local Educational Agency) – We are affiliated with OCDEL (Office of Child Development) and follow their guidance. We are in process of developing a plan for virtual learning should that become necessary for our Pre K Counts students.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	Students or staff with conditions that weaken their immune systems (examples: Cancer, Organ Transplants, Rheumatoid Arthritis, Lupus, Cystic Fibrosis) require more stringent precautions and teachers to observe them carefully for any s/s of illness. These children should be up to date on ALL immunizations.	Same	Classroom Teachers Joan Enz-Doerschner, RN Director	Teacher's observation skills	Y (Done for our child with CF)
* Use of face coverings (masks or face shields) by all staff	All staff must wear face coverings.	Same	Joan Enz-Doerschner, RN	Face coverings	N
* Use of face coverings (masks or face shields) by older students (as appropriate)	All students over two years old have been issued face coverings. Face coverings are collected each day when the child is exiting the facility. Face coverings are washed each evening in our on-site washer/dryer.	Same	Classroom Teachers	Face Coverings	N

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	N/A	Same	N/A	N/A	N/A
Strategic deployment of staff	All staff members will remain in their own assigned classroom whenever possible. An am and pm greeter will be responsible to escort children to and from the classroom. Families who need to speak directly to a teacher may make an appointment for a telephone conference.	Same	Linda Engel, Educational Director, Scheduler	Posted Schedule	N/A

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Review of COVID 19 Health and Safety Plan	Staff	Joan Enz-Doerschner, RN Director	Paper presentation session with questions and answers	Copies of the Health and Safety Plan for each participant.	May 18,2020 and ongoing as the information is updated.	Ongoing
Phased School Reopening Health and Safety (Dept. of Education)	Staff	Joan Enz-Doerschner, RN Director	Paper presentation session with questions and answers	Copies of the Phased School Reopening Health and Safety Plan for each participant.	July 17, 2020	Ongoing
Implementing the CDC Guidance:	Staff		YouTube recording	Computer	June 24, 2020	
Child Care During COVID 19 and Reopening Child Care with Tracey Campanini and Tanya Vasquez	Administrative Staff	Abigail Enz-Doerschner, Assistant Director	Webinar	Computer	May 6, 2020	Recorded on YouTube

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Costs of Containment: Returning to a New Normal	Administrative Staff	Abigail Enz-Doerschner, Assistant Director	Webinar	Computer	4/30/2020	Recorded
Caring for Children in Group Settings During COVID 19	Administrative Staff	Abigail Enz-Doerschner, Assistant Director	Webinar	Computer	4/24/2020	Recorded
Caring for Children in Group Settings During COVID 19 – A Follow Up Conversation	Administrative Staff	Abigail Enz-Doerschner, Assistant Director	Webinar	Computer	5/1/2020	Recorded

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
COVID -19 Our Reopening Health and Safety Plan	Families	Abigail Enz-Doerschner, Assistant Director	Email, Signs in Foyer	5/15/2020	Ongoing as needed
Ongoing Informational Updates for COVID - 19	Families	Abigail Enz-Doerschner, Assistant Director	Email, Signs in Foyer	Ongoing	

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Sharing of COVID – 19 Plans with Staff	Group Supervisors, Assistant Group Supervisors, Substitute Staff, Kitchen Staff, Maintenance Staff	Joan Enz-Doerschner, RN Director	Verbal and Written	Ongoing	Ongoing
Legal issues in Child Care Related to COVID - 19	Administrators	Joan Enz-Doerschner, Director	Webinar	8/3/20	8/3/20
Hand washing https://youtu.be/lisgnbMfKvI	All staff	Linda Engel, Educational Director	video	8/5/20	8/5/20
Cleaning – Proper Disinfection https://youtu.be/BVvb_-d6gfQ	All staff	Linda Engel, Educational Director	video	8/5/20	8/5/20
Cleaning/Disinfecting With Wipes and Sprays https://youtu.be/3tEu-JJh4WA	All staff	Linda Engel, Educational Director	video	8/5/20	8/5/20

Health and Safety Plan Summary: Once Upon A Time Early Learning Center

Anticipated Launch Date: May 18, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>When we reopened in May (5/18/2020) all classrooms were cleaned and disinfected. Obtaining supplies for disinfection and gloves continues to be challenging. We have been able to obtain some disinfectant wipes with various dwell times, not the Anywhere Spray (sanitizing) or the genuine Clorox Wipes (disinfecting) we have been accustomed to using, therefore, we must continually read labels for dwell times for disinfection. We clean and disinfect many times throughout the day (see below). All classroom teachers are trained in cleaning, disinfecting, and ventilation. Training is provided ongoing as recommendations change.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p> <p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p> <p>* Hygiene practices for students and staff including the</p>	<p>Room 101 is designated for preschool August 31, 2020 maximum of 10 students, Room 102 (17 Pre K Counts Students scheduled for the fall start of classes), and a maximum ration of 2:20. Students and teachers wear masks. Rooms 103, 105, and 106 have a maximum of 8 students each with a 1:4 ratio of teachers. Only 2 teachers are in the staff lounge at a time. Teachers may break outside or in the vacant classroom. Hallways generally have one teacher at a time and one set of children per family if</p>

Requirement(s)	Strategies, Policies and Procedures
<p>manner and frequency of hand-washing and other best practices</p> <p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes</p>	<p>entering or exiting the facility. Hand washing on entering and exiting the building as well as frequently during the day. Families transport. Only one family is in the foyer at a time. All teachers and students are trained on social distancing and safety protocols.</p> <p>Signs are posted about how to stop the spread of germs by washing your hands are posted above every sink and every toilet. There is a stop sign in the front foyer reinforcing the need to STOP and wash your hands on entering our facility.</p>
<p>Limiting the sharing of materials among students</p>	<p>We do not have Youth Sports.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>Materials are cleaned/disinfected between students or, whenever possible, individual materials are used.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<p>Use of the hallways (one family entering or exiting at a time) and communal spaces (staff lounge) are limited.</p>
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<p>All individual classroom groups go outside together daily.</p>
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>We are the local child care center in our area.</p>
<p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure	We monitor (temperature and COVID – 19 s/s questions) all students, staff, and volunteers when they enter the facility.
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	We isolate children and call parents if they show s/s of illness. Parents must pick up students within 1 hour. Staff who are ill are sent home.
* Returning isolated or quarantined staff, students, or visitors to school	We follow current CDC guidelines for isolating and quarantining and return to school.
Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Families are notified in person, email, Facebook, or signage if there is a change in school protocols or in case of alternate schedules.

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness	Those that are at higher risk for COVID – 19 include: Older adults, people with serious heart conditions, people with CA, people who are obese, those with sickle cell anemia, organ transplants or type 2 diabetes. They should monitor their health and be alert to symptoms daily.
* Use of face coverings (masks or face shields) by all staff	Face coverings are currently required for all staff. Students over the age of 2 are provided face coverings.
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the pandemic response team.
Unique safety protocols for students with complex needs or other vulnerable individuals	Unfortunately, we do not have a ready number of substitute staff, although we advertise regularly. Administrators are available if needed. LEA (Local Educational Agency) – We are affiliated
Strategic deployment of staff	

Requirement(s)	Strategies, Policies and Procedures
	with OCDEL (Office of Child Development) and follow their guidance as well as the CDC's current recommendations.