



Child Care Facility COVID 19 Health and Safety Plan Template

Each childcare facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility's COVID-19 childcare activities. As with all emergency plans, the COVID-19 Health and Safety Plan developed for each childcare facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a facility's COVID-19 Health and Safety Plan, with a focus on training and communications, to ensure all stakeholders are fully informed and prepared for aspects of phased-in reopening or continuing to operate with a waiver during COVID 19. OCDEL recognizes that many childcare providers have developed and are currently implementing their plans, whereas others are in the beginning phases of developing their plan.

Though plans do not need to take the form of this template, providers should ensure that all elements of this template are included in their plans and adjust accordingly. A childcare facility's COVID-19 Health and Safety Plan should be shared with all families and staff and posted in a conspicuous area. Childcare facilities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the COVID-19 Health and Safety Plan.

Each childcare facility should continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions should be shared with all families and staff and posted in a conspicuous area. Childcare providers are not required to use this specific plan, but the following elements must be addressed in any plan format selected by the provider:

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning/sanitation procedures.

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COVID-19 Health and Safety Plan

All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can eliminate transmission risk within a childcare population. The goal is to keep transmission as low as possible to safely continue childcare activities.

This planning tool is intended to guide those childcare programs who are temporarily closed and planning how to reopen in the future. Programs already open and serving children and families can also use the tool to determine activities to improve or enhance health and safety protocol while operating under COVID-19.

Use the template to document your facility's plan to bring back children and staff, how you will communicate the type of reopening or operations with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for childcare operations and potential adjustments throughout the year. Some key questions to consider while developing your COVID-19 Health and Safety Plan:

- How do you plan to bring children and staff back to facilities, particularly if you still need social distancing in place?
- How will you develop and communicate drop-off/arrival procedures?
- How will you implement screening procedures?
- How will you implement routine disinfecting/sanitization procedures?
- How will you communicate your plan to your staff and families?

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Office of Child Development and Early Learning (OCDEL) and/or the Pennsylvania Department of Health (DOH) impacting childcare operations and causing them to cycle back and forth between less restrictive to more restrictive requirements which may occur as public health indicators improve or worsen. This means your facility should account for changing conditions in your COVID-19 Health and Safety Plan to ensure easy transition from more to less restrictive conditions in each of the phase requirements as needed.

- **This document is divided in two parts. Pages 4-12 are designed to guide plan responses; pages 13-16 are designed to be the consolidated Health and Safety Plan. Regardless of whether a facility chooses to use this template, the facility's Health and Safety Plan must be shared with staff and enrolled families. It is strongly suggested that the plan be posted in a location accessible to families and when possible posted on the facility website.**

Health and Safety COVID-19 Coordinator

Each childcare facility should identify a person or persons responsible for health and safety preparedness and response planning during childcare operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for childcare operations and potential adjustments to the COVID-19 Health and Safety Plan.

Key Strategies, Policies, and Procedures

Once your childcare facility has determined to reopen and established a Health and Safety Coordinator, use the action plan templates on the following pages to create a thorough plan. Providers should utilize the direction discussed in the announcement, [Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic \(Announcement: C-20-06\)](#). For each section of the COVID-19 Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your childcare facility will employ to satisfy each area of the plan. The summary will serve as the public-facing description of the efforts your childcare facility will take to ensure health and safety of every stakeholder in your childcare community. Thus, the summary should be focused on the key information that staff, children in care, and families will require to clearly understand your COVID-19 Health and Safety Plan. You can use the key questions to guide your summary.

For each requirement within each domain, document the following:

- **Action Steps:** Identify the specific adjustments the facility will make to the requirement during the time the programs is open or reopening. List the discrete action steps for each requirement in sequential order.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the 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) Recommended:** To implement this requirement effectively, will staff, children, families, or other stakeholders require professional development?

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

Face Masks

Key Questions

- How will you ensure staff have accessibility to cloth face masks?
- How will you implement staff wearing cloth face masks?
- What protocols will you put in place to ensure staff are wearing masks throughout the day?
- In circumstance where children have been identified to wear face masks, how will you implement?

Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* Use of face coverings. (masks or face shields) by all staff and visitors	<p>The Center will ensure staff have accessibility to cloth face masks by providing single use disposable masks.</p> <p>All staff are always required to wear CDC compliant face masks.</p> <p>Center protocols and signage are in place to ensure staff are wearing masks throughout the day including on-site supervisory monitoring and remote camera monitoring.</p> <p>** Masks may be removed when eating or drinking in the designated break room with enforced CDC physical distancing.</p>	Michelle Dech – Executive Director	CDC Compliant Masks, Signage, Policy	Y
* Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)	<p>Children who have been identified to wear face masks, will be supervised, and reminded to adhere to masking requirements. If enforcement becomes problematic, the child will not be permitted to continue in the Center's Pod Program.</p>	Michelle Dech – Executive Director	CDC Compliant Masks, Signage, Policy	Y

Cleaning, Sanitizing, Disinfecting and Ventilation

Key Questions

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children's safety in care?
- What protocols will you put in place to clean and disinfect high-touch surfaces throughout an individual day?

- Which staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided?

Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating, surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)</p>	<p>Surfaces and objects that are frequently touched, especially desktops, office supplies and keyboards will be cleaned and sanitized. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, and chairs. This activity will take place at the end of each session. Additionally, antimicrobial wipes will be placed for in between wipe downs when students leave their assigned position. Windows will be opened as temperatures permit to allow fresh air flow.</p> <p>The staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols by the Executive Director. A checklist will be implemented to ensure that the cleaning is assigned and performed.</p> <p>https://www.pacca.org/covid-19.php</p>	<p>Michelle Dech – Executive Director</p>	<p>CDC Compliant PPE cleaning and sanitizing supplies, Signage, Policy</p>	<p>Y</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Deep cleaning will be performed once a month or upon notification that a possible COVID-19 exposure incident has occurred. Every day when the students have completed the use of the Pod area a checklist will be implemented to ensure that the cleaning is assigned and performed. https://www.pacca.org/covid-19.php</p>	<p>Staff</p>	<p>CDC Compliant PPE cleaning and sanitizing supplies, Signage, Policy, Checklist</p>	<p>Y</p>

Social Distancing and Other Safety Protocols

Key Questions

- How will childcare spaces be organized to mitigate spread?
- How will you group children in care with staff to limit the number of individuals who encounter one another throughout the day?
- What policies and procedures will govern use of other communal spaces within the facility?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the day?
- How will you adjust transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age?
- 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 because of the training be measured?

Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>Childcare space occupancy that allows for 6 feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping</p>	<p>All children will be at least 6' apart. Staff will also remain at least 6' apart and promote social distancing. Social distancing and other safety protocols will not differ based on age. All stakeholders will be trained on social distancing and other safety protocols by the Executive Director. Preparedness for implementation will be measured and documented by using the CDC checklist. https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf</p>	<p>Staff</p>	<p>Individual tables/desks</p>	<p>Y</p>

<p>Restricting the use of common areas, and consider serving meals in alternate settings such as where the childcare is being provided</p>	<p>Polices and signage will be implemented and posted designating occupancy restrictions for COVID compliance in common areas. Staff will enforce occupancy limitations. All common areas will be restricted unless given access individually. Meals will be served at desk location. Rest room use will be permitted to one student at a time. Signage single occupancy.</p>	<p>Staff</p>	<p>Signage, Assigned Desk/Workspaces, Chairs</p>	<p>Y</p>
<p>* Hygiene practices for children in care and staff including the manner and frequency of hand-washing and other best practices</p>	<p>Reinforce and monitor handwashing with soap and water for at least 20 seconds after using the restrooms and provide no-touch soap/hand sanitizer dispensers for use when students and staff move from the designated pod location or use the breakroom.</p>	<p>Staff</p>	<p>CDC Compliant No-Touch Hand Sanitizers and supplies for people to clean their hands and cover their coughs and sneezes. Supplies include soap, a way to dry hands (e.g., paper towels, hand dryer), tissues, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), disinfectant wipes, masks (as feasible) and no-touch /foot-pedal trash cans (preferably covered)</p>	<p>Y</p>
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>The Center will post or update signs in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs. Signage locations include entrances, break areas, restrooms, classrooms, and administrative offices.</p>	<p>Staff</p>	<p>Signage</p>	<p>Y</p>

Identifying and restricting non-essential visitors and volunteers	The Center will require physical distancing of at least 6 feet between people. It will continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations—especially those who are not from the local geographic area (e.g., community, town, city, country). The Center will post or update signs in highly visible locations to restrict non-essential visitors and volunteers. A check-in list will be implemented to track all on-site individuals. https://www.pacca.org/covid-19.php	Staff	Signage, check-in list and Policy	Y
Handling outdoor play consistent with the CDC Considerations	NA	NA	NA	NA
Limiting the sharing of materials among children in care	The Center will ensure each student's belongings are separated from others' and in designated areas. It will ensure limited sharing of electronic devices, books, or learning aids, and clean and disinfect between users.	Staff	CDC Compliant PPE cleaning and sanitizing supplies, Signage, Policy, and assigned storage areas.	Y

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	Use of communal spaces will be staggered. Provide physical guides, such as tape on floors and signs on walls, to promote social distancing. The Center will restrict communal spaces and develop a plan for staggered use and cleaning and disinfecting.	Staff	Signage, Schedules	Y
Adjusting transportation schedules and practices to create social distance between children in care	Develop protocols to limit contact among small groups and with other students' guardians (e.g., staggered arrival and drop-off times or locations).	Staff	Signage, Schedules	Y
Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care	Cohorts will be founded to meet CDC PA guidelines (NMT 12/staff). Cohorts will be not be intermingled.	Staff	Signage, Cohort Schedules	Y

Coordinating with local schools regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Transportation must be provided by the student.	NA	NA	N
Other social distancing and safety practices	All children will be at least 6' apart. Staff will also remain at least 6' apart and promote social distancing	Staff	Signage	Y

Monitoring Children and Staff Health

Key Questions

- How will you screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the screening take place?
- When and how frequently will you monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness?
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- What conditions will a staff or child confirmed to have COVID-19 need to meet to safely return to the facility?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?
- When and how will families be notified of confirmed staff or child illness or exposure and resulting changes to the COVID-19 Health and Safety Plan?
- Which person will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification?
- Which persons will be trained on protocols for monitoring children and staff health? When and how will the training be provided? How will preparedness to implement because of the training be measured?

Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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<p>* Monitoring children and staff for symptoms and history of exposure</p>	<p>The Center will screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness. The screening will be logged per policy.</p> <p>The screening will be conducted upon arrival and departure. We will also do temp checks at the halfway point of the scheduled day.</p>	<p>Staff</p>	<p>Thermometer</p>	<p>Y</p>
<p>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Any child, staff or volunteer that become sick or demonstrate a history of exposure will be quarantined in a separate office area away from the rest of the group.</p> <p>Our staff/support team will be trained in screening and responsible for making isolation decisions regarding staff and children. This will be measured by our ability to mitigate further infection.</p>	<p>Staff</p>	<p>CDC Guidelines</p>	<p>Y</p>
<p>* Returning isolated or quarantined staff, children, or visitors to the facility</p>	<p>Children and/or staff must quarantine for the appropriate time. Once those requirements are met and the child/staff is symptom free for the appropriate number of days, per CDC, they will be permitted to return. Families will be notified immediately, and communication remain ongoing.</p>	<p>Staff</p>	<p>CDC Guidelines</p>	<p>Y</p>
<p>* Notifying staff and families of suspected or confirmed cases of COVID-19</p>	<p>Our team will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?</p>	<p>Tim Greusel and Ryan Griffin-Silveri</p>	<p>CDC Guidelines</p>	<p>Y</p>
<p>*Reporting to DOH and Certification</p>	<p>Executive Director will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification?</p>	<p>Michelle Dech, Executive Director LGBT Center</p>		<p>Y</p>
<p>Other monitoring and screening practices</p>				

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Notifying staff and families of facility closures	Families will be notified of confirmed staff or child illness or exposure that results in changes to the COVID-19 Health and Safety Plan via email communication and/or phone calls.	Michelle Dech, Executive Director		Y

Other Considerations for Children and Staff

MKey Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return?
- What special protocols will you implement to protect children and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver?

Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting children and staff at higher risk for severe illness	<ul style="list-style-type: none"> • Communication with school district will be ongoing about CDC guidelines. Accommodations will be made as needed to reduce risk for those at a higher risk for severe illness. 	Staff	CDC guidelines	Y

Unique safety protocols for children with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> Increased cleaning and disinfecting; construct desks to be more than 6' apart; increase temp and wellness checks and provide additional PPE for double masking if necessary. 	Staff	CDC Guidelines	Y
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Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	<ul style="list-style-type: none"> Any staff that exhibits signs of infection or that have been exposed will be dismissed for quarantine per guidelines. They will be welcome to return after the appropriate time has passed. All staff will be informed of possible exposure incidents and will be trained to “step in” as listed above. 	Staff	CDC Guidelines	y

COVID-19 Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all staff, children (as age appropriate), and parents 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 development plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the 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
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All topics above that require PD will be provided as such:	Staff/facilitators	Michelle Dech	Onsite/Virtual if necessary	CDC Guidelines	2/8/21	2/12/21

COVID-19 Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Facilities should be particularly mindful that frequent communications are accessible in primary languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, facilities should establish and maintain ongoing communication with their certification representative or regional office.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Communication plan outlined above	Staff/facilitators	Michelle Dech	Email, phone calls	2/8/21	2/12/21

COVID-19 Health and Safety Plan Summary: The LGBT Center of Greater Reading

Plan Date:
2/2/21

Anticipated Reopening Date, if applicable:

Use these summary tables to provide your staff, facilities, and other invested persons with a detailed overview of your Health and Safety Plan. Facilities are required to share with staff and children this summary on their website. To complete the summary, copy and paste the summaries from the COVID-19 Health and Safety Plan tables above.

Face Masks

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Use of face coverings (masks or face shields) by all staff and visitors* Use of face coverings (masks or face shields) by older children (as appropriate)	<p>The Center will ensure staff have accessibility to cloth face masks by providing single use disposable masks.</p> <p>All staff are always required to wear CDC compliant face masks.</p> <p>Center protocols and signage are in place to ensure staff are wearing masks throughout the day including on-site supervisory monitoring and remote camera monitoring.</p>

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Surfaces and objects that are frequently touched, especially desktops, office supplies and keyboards will be cleaned and sanitized. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, and chairs. This activity will take place at the end of each session. A checklist will be implemented to ensure that the cleaning is assigned and performed.</p> <p>https://www.pacca.org/covid-19.php</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">Childcare space occupancy that allows for 6 feet of separation among children and staff throughout the day,	<p>All children will be at least 6' apart. Staff will also remain at least 6' apart and promote social distancing. Social distancing and other safety protocols will not differ based on age. All stakeholders will be trained on social distancing and other safety protocols by the Executive Director. Preparedness for implementation will be measured and documented by using the CDC checklist.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf</p>

Monitoring Children and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring children in care and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure.</p> <p>* Returning isolated or quarantined staff, children, or visitors to school</p> <p>*Reporting to DOH and Certification</p> <p>*Notifying staff, families, and the public of facility closures</p>	<p>The Center will screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness. The screening will be logged per policy. The screening will be conducted upon arrival and departure. We will also do temp checks at the halfway point of the scheduled day.</p> <p>Children and/or staff must quarantine for the appropriate time. Once those requirements are met and the child/staff is symptom free for the appropriate number of days, per CDC, they will be permitted to return. Families will be notified immediately, and communication remain ongoing.</p> <p>Our team will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?</p> <p>Executive Director will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification.</p> <p>Families will be notified of confirmed staff or child illness or exposure that results in changes to the COVID-19 Health and Safety Plan via email communication and/or phone calls.</p>

Other Considerations for Children and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting children and staff at higher risk for severe illness</p> <p>Unique safety protocols for children with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>Communication with school district will be ongoing about CDC guidelines. Accommodations will be made as needed to reduce risk for those at a higher risk for severe illness.</p> <p>Increased cleaning and disinfecting; construct desks to be more than 6' apart; increase temp and wellness checks and provide additional PPE for double masking if necessary.</p>

COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for the LGBT Center of Greater Reading reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on **(Insert Date as Month, Day, Year)**.

The plan was approved by a vote of:

16 Yes

0 No

Affirmed on: **(Insert Date as Month, Day, Year)**

By: 2/11/21

Michelle Dech

(Signature of Legal Entity or Legal Entity Representative)

Michelle Dech

(Print Name of Legal Entity or Legal Entity Representative)