



## **COVID-19 Health and Safety Plan for In-Person Programs**

### **Children's Forest Nature Clubs**

**Fall 2020**

#### **Program Design**

- Children's Forest Nature Clubs are 5-week programs that meet 1 day per week from 3:00-4:30pm.
- The program has two sites. The Monday session meets at Ponderosa Park and the Tuesday session meets at Al Moody Park.
- The programs will occur fully outdoors. Each program will provide a walking school bus from nearby apartment complexes before and after the program.
- The staff leading the program are the NatureHoods Coordinator with the Children's Forest of Central Oregon and the Education Coordinator (Kathi King) with Upper Deschutes Watershed Council (Alyssa Grove).

#### **Group Size and Stable Groups**

- Children's Forest Nature Clubs will have a maximum group size of 10.
- The program will be setup as stable cohort, with the same participants registered for all 5 weeks of the program.
- If a participant drops out in the middle of the session, CFCO may fill their spot with a new participant for the remainder of the program.

#### **Registration and Communication with Families**

- Advanced registration is required to participate in Children's Forest Nature Clubs. Families register for the full session, and there is no option to register for a partial session.
- Prior to the start of the program, families will receive the COVID-19 Health and Safety Plan and sign an agreement, acknowledging that they understand and will follow the policies and procedures.
- Families will need to communicate with program staff each day of the program to do the health questionnaire. This can occur in person, if an adult is dropping the participant off, or via phone or text, if the participant has been approved to sign themselves in and out of the program. If families fail to communicate with staff and respond to the health questionnaire, their child will be unable to participate in the program that day.

## **Drop-off and Pick-up**

- All adults are required to wear face coverings or face shields during drop-off and pick-up, both at the park, and the walking school bus meeting location.
- All adults should maintain a distance of at least 6 feet from participants and staff during drop-off and pick-up.
- CFCO will do a “no touch” sign-in and sign-out procedure (see Recordkeeping below).

## **Daily Health Check**

- Each day of the program, participants and staff will do a health check, which includes:
  - o Temperature check using a non-contact forehead infrared thermometer.
  - o Health questionnaire, to answered by the caregiver (at drop-off or via phone, if caregiver is not present), with the following questions:
    1. Has the child been exposed to a person with a positive or presumptive case of COVID-19 in the past 14 days?
    2. Is the child experiencing unusual cough, shortness of breath, or fever?  
“Unusual cough” means something not normal for this person (e.g., allergies, asthma).
    3. Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash?
- Staff may self-screen and attest to their temperature and own health on a daily basis.
- Exclusions (see Appendix I for Exclusion Summary Chart)
  - o If they have a temperature of 100.4 Fahrenheit or over, they must be excluded.
  - o If they answered yes to either question 1, the child must quarantine for 14 days. The 14-day quarantine starts on the day that child or adult last had contact with the COVID-19 case.
  - o If yes to question 2, that person must be excluded from the program for 10 days, and 24 hours symptom-free.
  - o If yes to question 3, that person must be excluded as follows.
    - If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
    - If not seen by a medical professional, they may return 24 hours after resolution of symptoms
- Staff will document that a daily health check was completed on every participant and write down pass or fail only.

## **Recordkeeping**

- CFCO will keep daily logs for each Nature Club, recording the following information:
  - o Child name
  - o Adult name(s) completing drop-off and pick-up (no signature required)

- Arrival and departure date and times
- Name of staff, arrival and departure date and times
- Record of pass or fail for daily health checks
- Daily logs will be “no touch”, with staff filling out forms, rather than children or caregivers.
- Daily logs will be shared with High Desert Education Service District and incorporated into their contact tracing records.

### **Personal Protective Equipment for Children and Adults**

- Staff are required to wear face coverings or face shields. Temporary exceptions can be made if all participants are more than six feet away and staff need to speak loudly to provide directions to children.
- Children must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.
- Children are permitted to not wear a face shield or face covering:
  - If they have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor’s order
  - If they experience a disability that prevents them from wearing a face covering, as documented by their doctor’s order
- If a child removes their face shield or face covering, staff will guide them to safely wear it. Children will not be disciplined for their inability to safely wear a face shield or face covering.
- CFCO will have disposable children’s masks available to those who need them.

### **Activities**

- Activities will be designed to maximize social distancing. There will be times when children will not be able to maintain social distancing, during which, face coverings or face shields will be required.
- Staff will encourage participants to maintain social distancing when possible, but will not discipline children for not maintaining 6 feet.
- When possible, each participant will receive their own set of materials.
- When materials are shared, participants will use hand sanitizer before and after using shared materials. Materials will be sanitized between uses.

### **Handwashing and Hygiene**

- Participants and staff will use hand sanitizer:
  - Upon arrival and departure
  - Prior to and immediately after using any shared materials
  - Prior to and immediately after using playground equipment
  - Prior to and immediately after eating snacks
  - Prior to and immediately after using the restroom
- CFCO will provide hand sanitizer with alcohol content between 60-95%

**Food and Water**

- CFCO will provide individually packaged snacks to participants.
- Staff and participants will use hand sanitizer before and after handling food.
- Sharing of food will not be permitted.
- Participants should bring their own water bottles filled with water.

**Cleaning**

- CFCO will sanitize the tables and benches in the picnic shelters before and after each day of programming.
- CFCO will sanitize all program materials between uses.

**Responding to Confirmed or Presumptive Cases of COVID-19**

- CFCO will follow the [Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19](#) from the Oregon Department of Education and Oregon Health Authority, if confirmed cases, presumptive cases, symptoms, or exposure occur in staff or participants. These guidelines are summarized in Appendix I (page 5).
- If a staff member needs to be excluded from the program due to symptoms or exposure, the program will be cancelled until staff can safely return, or a replacement can be found.
- For confirmed cases of COVID-19:
  - o CFCO will notify the local public health authority if any participants or staff, including household members, are diagnosed with COVID-19.
  - o CFCO will communicate, in coordination with local public health authority, with all families who have participated in the program in the past 14 days about the confirmed case.
  - o CFCO will cancel the program for 14 days. CFCO will work closely with local public health authorities upon reopening to ensure the safety and health of participants.

**Acknowledgement**

I have read and understand CFCO’s COVID-19 Health and Safety Plan for In-Person Programs. I agree to discuss the plan with my child so that they are familiar with the policies and procedures. I accept the additional responsibilities outlined in the plan, and understand that my inability or refusal to follow the policies and procedures will mean that my child may be unable to participate in the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

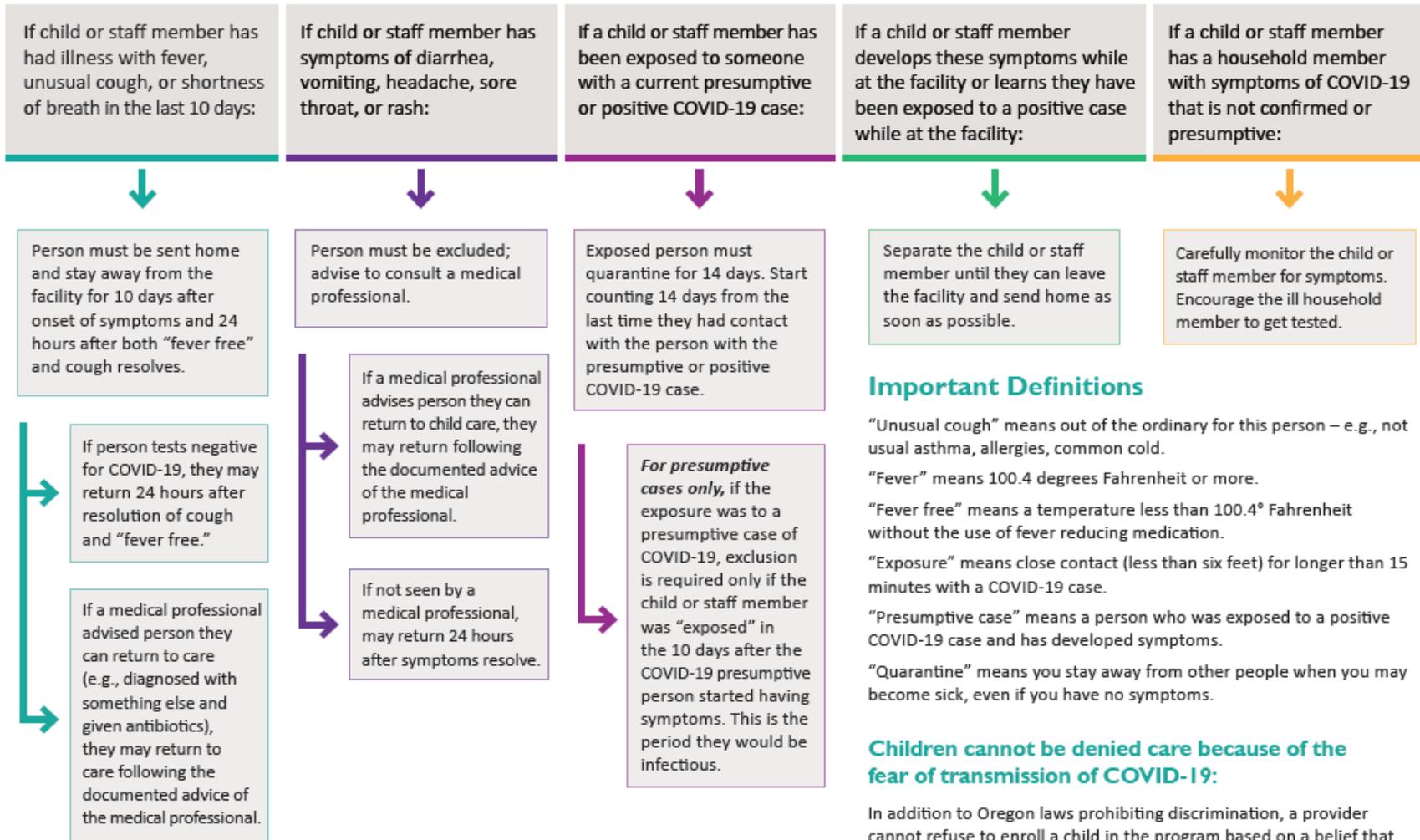
\_\_\_\_\_  
Child’s Name



# EXCLUSION SUMMARY

for Child Care and Early Education Operations During COVID-19

AUGUST 14, 2020



For more information, visit [oregonearlylearning.com/COVID-19-Resources](https://oregonearlylearning.com/COVID-19-Resources).  
 Providers can also submit questions by emailing [ProviderContact@state.or.us](mailto:ProviderContact@state.or.us).