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**Massachusetts Department of   
Early Education and Care**

COVID-19 Health and Safety Plan Template for Family Child Care Programs

Updated August 24, 2020



# FAMILY CHILD CARE (REQUIRED)

EEC recognizes and appreciates providers seeking to open and provide child care for the state of Massachusetts during these unprecedented times. To ensure the health and safety of both providers and children, EEC requires providers to submit COVID-19 Health and Safety Plans demonstrating the measures they will take to prevent the spread of COVID-19 within their program. These plans will provide a starting point for EEC staff to work with providers to ensure they can cultivate a safe, healthy, and happy environment in their program.

**Family Child Care Programs opening for the first time or reopening following the COVID-19 closure must submit COVID-19 Health and Safety Plans to their EEC licensor prior to opening.** The template below has been tailored to FCC programs. You are encouraged to adapt or adjust as needed.

## PLAN #1: PROGRAM OPERATIONS PLAN

### Section 1: Program Administration

*In order to protect child care spaces from the spread of coronavirus, providers should have a plan in place to ensure preventative measures are taken and there is a clear action plan in case of exposure. All programs should be developing plans to ensure the following goals are achieved within the specific home or center:*

1. *Minimize the number of individuals with whom any potentially exposed individual is in close contact by limiting contact between groups (e.g., no adults moving in between classrooms or comingling of groups); and*
2. *Minimize prolonged close contacts between individuals within a group to the degree possible.*

[**Program Name**]

[**Name of designated person responsible for preparedness plan**]

*Please describe your approach to minimizing contact between families, as much as possible, including drop off and pick-up procedures*.

* What strategies will you use to ensure that materials and equipment used by children will minimize sharing and promote distancing?
* What changes are you making to your child care space to ensure increased physical distancing for all individuals?

### Section 2: Parent Communication

*The goal of the parent communication plan is to ensure reasonable measures are in place to:*

1. *Communicate with families should an exposure or positive case occur*
2. *Ensure family interactions support prevention of illness and infection at drop* *off and pick up*

* How will you communicate new protocols being implemented to families for things such as pick-up and drop-off times?
* Where will contact information be recorded and kept for easy access in case of emergency?
* How will you communicate with families in case of exposure or illness at your home and who will be designated to perform the communication?

### Section 3: Support Services

*The goal of the support services plan is to ensure reasonable measures are in place to provide a separate or designated space for required services for children with Individualized Education Programs or Individualized Family Service Plans.* *Where possible, EEC is requesting all services be delivered virtually.*

*Providers must submit a plan, even if they are not currently serving children who need support services. The provider should demonstrate that they are able to take care of children who need support services.*

* How will you meet the need for separate or designated space for the delivery of remote services to children with Individualized Education Programs or Individualized Family Service Plans?

PLAN #2: CLEANING PLAN

*The goal of the cleaning plan is to ensure reasonable measures are in place for programs to minimize exposure to disease through germs, fluids, and excretions, with a focus on:*

1. *Intensified general cleaning, sanitizing, and disinfecting routines*
2. *Extra attention to high touch or high use surfaces or those specifically touched by symptomatic or ill individuals*

* How will you ensure that all areas, materials, furniture, and equipment used for child care are safely and properly cleaned, sanitized, or disinfected, including a routine schedule for all areas of the home?
* Where will items be stored and prepared away from children?

Programs may use the Sample Cleaning Schedule template below or create their own Cleaning Schedule and submit it for review by EEC. **For programs that operate part time programs with multiple shifts, please indicate in your Cleaning Schedule how you will clean between shifts.**

*Sample Cleaning Schedule – To be completed and submitted by program*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Item** | **Action** | **Frequency** | **Notes** |
| *Child Care Space* | *Doors and Cabinet Handles* | *Cleaned and disinfected* | *Daily or more often as needed* |  |
| *Toileting/Diapering Area* | *Changing Table* | *Cleaned and disinfected* | *After each use* |  |
|  |  |  |  |  |
|  |  |  |  |  |

## PLAN #3: MONITORING AND RESPONSE PLAN

### Section 1: Screening

*The goal of the screening plan is to minimize the risk that those entering the child care space may be exposed or* *infected to COVID-19:*

1. *Verbal screening for common symptoms of COVID-19 or known exposures*
2. *Visual screening for signs of illness*

* What is the system to screen and document assistants, household members, children, and any other individuals seeking entry into the program space, including a self-screen at home, prior to arriving at the home for the day. In addition, FCC Educators must screen themselves prior to accepting children for care each day.
* How will you establish a single point of entry for families that arrive at the home, with a designated area for screening?

### Section 2: Isolation and Discharge

*The goal of the isolation and discharge plan is to minimize the risk of exposure between a child, educator or household member who may have COVID-19 and others in the child care space, while also ensuring supervision and safety for all children*.

* When isolating sick or symptomatic individuals, what designated area will be used, separate from the child care space? How will you minimize exposure of others to the sick individual?
* How will you ensure appropriate supervision of isolated children while minimizing the risk of exposure?

If a separate isolation restroom or exit are not an option: **[describe how the program will reduce potential exposure during restroom use and exit**.**]**

### Section 3: Incident Reporting

All COVID-19 related incidents must be reported to EEC by submitting an Incident Report through the LEAD portal immediately.

[**Name of FCC Educator or FCC Assistant**] will also report a positive COVID-19 case to the Department of Public Health using the COVID-19 Positive Reporting Form (a link to this form can be found in a provider’s LEAD account) in the event that a child, educator, or household member is COVID-19 positive.

## PLAN #4: MEDICATION ADMINISTRATION PLAN

*The goal of the medication administration plan is to ensure staff and children are properly protected during the administration of medication and general health care needs. Specifically, this plan should reflect adjustments staff are making to limit the spread of COVID-19 while safely responding to health care needs. This includes administering medication and first aid (e.g., first aid for a child who skins their knee).*

*In addition to 606 CMR 7.11(2)(a), which requires programs must have a written policy regarding administration of prescription and nonprescription medication, the Minimum Requirements for Health and Safety outline specific criteria required for medication administration during the COVID-19 recovery. Please provide a medication administration plan that addresses how the program will meet the Minimum Requirements for Health and Safety during medication administration.*

*Providers must submit a plan, even if they are not currently serving children who need medication. The provider should demonstrate that they are able to take care of children who may require medication administration during child care.*

* What COVID-19 specific measures are being put in place for the administration of medication due to COVID-19?

*Sample Administration of Medication Plan – For program internal use only*

|  |  |  |
| --- | --- | --- |
| **Medical Condition** | **Required Medication** | **Protective Measures for COVID-19** |
| *Asthma* | *Metered-Dose Inhaler* | *Metered-Dose Inhalers with spacers are recommended. Staff should wear a cloth face mask covering.* |
| *Skinned Knee* | *First Aid – band-aid and disinfecting scrape with rubbing alcohol* | *The staff administering the first aid will wear a mask and gloves while putting on the band-aid and disinfecting the scrape.* |
|  |  |  |
|  |  |  |

## PLAN #5: TRANSPORTATION

The program **[will/will not provide]** transportation for children in their programs.

*In accordance with 606 CMR 7.13(1), programs must have a written plan for the safety and supervision of all children during transport. Additionally, the Minimum Requirements for Health and Safety outline specific criteria required for providing transportation. If you are planning to provide transportation, please provide a transportation plan that addresses each of the items required under 606 CMR 7.13(1) and the following information as to how the program will meet the Minimum Requirements for Health and Safety*.

* What strategies will be used to ensure screening of drivers, monitors and children, including how they will require parents to screen children prior to boarding a vehicle?