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**Massachusetts Department of   
Early Education and Care Reopen Approach**

Reopening Plan Template for Child Care Programs

June 12, 2020



# GROUP AND SCHOOL AGE (REQUIRED)

**Group and School Age Programs (GSA) must submit Reopening Plans through the Reopening Transaction in LEAD to their EEC licensor prior to reopening.** The template below has been tailored to GSA 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 environments from the spread of coronavirus, programs 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 develop plans for ensuring the following goals are achieved within the specific 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 prevent contact between groups, including during beginning/end of day, transitions and outdoor time?
* Please describe how you will minimize prolonged close contact between individuals within a group, to the degree possible, through adjustments to activities, classroom configurations, or other ways of supporting classroom teachers to adjust their daily plans?
* What strategies will you use to ensure that materials and equipment used by children will minimize sharing and promote distancing?

**Staffing Plan:**

* How will you ensure adequate staffing and supervision for the designated groups of children, including during breaks and meal times, while minimizing contact across groups of children?
* How will you ensure that the staff is adequately supported in implementing protocols, including training and supplies?

All employees working in the program must comply with all BRC requirements and must have a suitable determination. Any individual who does not have suitable background record check, must have started the process. Note: EEC is taking measures to expedite Background Record Check (BRC) processes to ensure programs are able to open in a timely manner. Therefore, we are collecting the names of individuals who do not have a “suitability” determination but are needed to work.

Please list in the below table all individuals who do not yet have a suitable BRC to request expedited review.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Last 6 of SSN** | **Role** |
|  |  |  |  |
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### 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*

* What system or strategies will you use to communicate to families about the preventive practices being put in place to stop the spread of COVID-19 virus, including drop-off and pick-up procedures and staggered start-times?
* How will you communicate with families in case of exposure or illness at your site and who will be designated to perform the communication?

### Section 3: Support Services (If Applicable)

*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.* *Please Note: EEC is requesting all services be delivered virtually at this time.*

* 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?
* Who will be responsible for ensuring services for children with IEP’s or IFSP’s are coordinated and delivered in accordance with the child’s needs?

## 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 schedule for cleaning all areas of the building?
* 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* |  |
| *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*

* How will you establish a single point of entry for every grouping of individuals that enters the building, with a designated area for screening and the proper protection?
* Who will conduct screening activities, and how they will be conducted and documented?

### Section 2: Isolation and Discharge

*The goal of the isolation and discharge plan is to minimize the risk of exposure between a child or staff 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?

The program will ensure that there is adequate staff coverage to allow for supervision of sick children while maintaining required ratios in the classroom.

[**Name of responsible person**] will develop and maintain an emergency back-up plan for staff coverage in case a staff member becomes sick.

### Section 3: Local Board of Health Engagement

[**Name of responsible person**] will notify the local board of health in the event that a child or staff member is COVID-19 positive. The contact information for the local board of health in the city or town in which **[Program Name]** is located is below:

* Phone Number: **[insert phone number]**
* Email: **[insert email]**
* Address: **[insert address]**

### Section 4: Program Closures and Absences

*The goal of the program closing and absence plan is to ensure programs have a process for monitoring and communicating with families, the local board of health, and EEC regarding closures and absences related to COVID-19 quarantine or potential spread. Programs must follow existing requirements for attendance tracking.*

* How will you communicate effectively with all relevant audiences regarding program closures and absences due to COVID-19, including to parents, staff, EEC and the local board of health?

## PLAN #4: MEDICATION ADMINISTRATION PLAN

*The goal of the medication administration plan is to ensure the program is prepared and staff and children are properly protected during the administration of medication.*

*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.*

* Are there any COVID-19 specific measures 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.* |
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The program will designate the following staff as adequately trained and prepared to support children with health care needs with the necessary provisions of health care such as administration of medication needed throughout the day:

* [**insert name of program staff**]

## PLAN #5: TRANSPORTATION (IF APPLICABLE)

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*.

* How will drivers and monitors be trained on enhanced protocols?
* 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?
* What measures will be used for maintaining social distancing and promoting air flow while on board the vehicle?
* What strategies will be used for routine cleaning of vehicles that identify what items must be cleaned, sanitized, or disinfected, and with what frequency?
* How will the program minimize the time children spend in group transportation?

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Frequency** | **Notes** |
| *Passenger Seats* | *Cleaned and disinfected* | *After each use* |  |
| *Handrail* | *Cleaned and disinfected* | *After each use* |  |
|  |  |  |  |
|  |  |  |  |

The program will designate the following staff to assist children with washing or sanitizing hands upon arrival after exiting the vehicle and again prior to departure before boarding:

* [**insert name of program staff #1**]
* [**insert name of program staff #2, if applicable**]
* [**insert name of program staff #3, if applicable**]