



Lifesteps Early Care and Education COVID-19 Health and Safety Plan

As of August 27, 2020

Table of Contents

Health and Safety Plan: Lifesteps Early Care and Education 2

Types of Reopening 3

Pandemic Coordinator/Team 4

Key Strategies, Policies, and Procedures 5

 Cleaning, Sanitizing, Disinfecting, and Ventilation 6

 Social Distancing and Other Safety Protocols 7

 Monitoring Student and Staff Health 11

 Other Considerations for Students and Staff 14

Health and Safety Plan Professional Development..... 17

Health and Safety Plan Communications 18

This plan draws on resources created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, and the World Health Organization.

Lifesteps reserves the exclusive right to change, suspend, revoke, terminate, or supersede the Early Care and Education COVID-19 Health and Safety Plan with or without notice in any manner it believes to be in the Agency’s best interest and consistent with applicable regulations and laws. In addition, the Early Care and Education COVID-19 Health and Safety Plan is subject to change based on Centers for Disease Control and Prevention (CDC), Department Of Health (DOH), Program Regulations, State and/or County guidance.



Health and Safety Plan: Lifesteps Early Care and Education

Lifesteps is 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 environment. The goal is to keep transmission as low as possible to safely continue school activities. 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.

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 Lifesteps will account for changing conditions in the Health and Safety Plan to ensure fluid transition between more or less restrictive conditions in each of the phase requirements as needed.



Types of Reopening

Based on current designation (Phase) and local community needs, Lifesteps intends to reopen Early Care and Education classrooms using the following practices:

In-Person Instruction

- Classroom enrollment limited to 60% of licensed capacity based on local and school district class-size guidance
- Implementation of *Lifesteps Procedures and Guidelines for COVID-19 Early Care and Education*
- Remote instruction may be implemented if classroom closes due to School District, County or Commonwealth requirement such as Red Phase
- Take-home activities will be sent home at the start of the year (to be completed should a 48-hour program closure be announced due to positive COVID-19 case)

Remote instruction (Pre-K Counts Program Only)

- Remote instruction (1/2 hour sessions 5 times weekly for enrolled children) with a Pre-K Counts qualified Teacher
- Supplemental at-home activities
- Meal Distribution: Periodic “grab-and-go” meal distribution scheduled at respective enrollment location
- Requires completed “*Tele-Services Understanding, Agreement and Informed Consent*”
- Remote option may discontinue should the Commonwealth end the State of Emergency. Enrolled children would be transitioned to In-Person Instruction

Anticipated launch date for in-person learning: August 31, 2020



Pandemic Coordinator/Team

Lifesteps 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 the 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. In the table below, Lifesteps has identified a Pandemic Coordinator (Pandemic Safety Officer) and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, Lifesteps plan includes the Title/Position, Stakeholder Group Represented, and the specific role they will play in planning and implementation of the Health and Safety Plan:

- **Health and Safety Plan Development:** Individuals will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individuals will play a role in within school 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):** Individuals will play a role in drafting the plan and within school year decision making regarding response efforts in the event of confirmed positive case.

Title / Position	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
President, Chief Executive Officer	Agency Management	Both
Pandemic Coordinator Chief Administrative Officer/ Pandemic Safety Officer	Agency Management	Both
Chief Program Officer	Agency Management	Both
Vice President, Early Education	Agency Management	Both
Vice President, Employee Relations/Benefits	Agency Management	Both
Corporate Management Team	Agency Management	Both
Supervisors, Children’s Services	Program Management and Response	Pandemic Crisis Response Team



Key Strategies, Policies, and Procedures

Lifesteps will engage in efforts to ensure health and safety of staff, children, and families in the following domains:

- Cleaning, Sanitizing, Disinfecting, and Ventilation
- Social Distancing and Other Safety Protocols
- Monitoring Students (Children) and Staff Health
- Other Considerations for Students (Children) and Staff

For each of the above domains, Lifesteps has documented the following:

- **Action Steps under Yellow Phase:** Action steps to prepare for and implement the requirement under the guidelines outlined for counties in yellow.
- **Action Steps under Green Phase:** Action steps to prepare for and implement the requirement under the guidelines outlined for counties in green.
- **Lead Individual and Position:** Person(s) responsible for ensuring the action step(s) is implemented.
- **Materials, Resources, and/or Supports Needed:** Materials, resources, supports required to implement the requirement.
- **Professional Development (PD) Required:** Professional Staff Development (training) necessary in order to implement this requirement effectively.

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



Domain 1: Cleaning, Sanitizing, Disinfecting, and Ventilation

Lifesteps will ensure that facilities are cleaned and ready to safely welcome staff, children and limited visitors by implementing daily cleaning/sanitizing and disinfecting/ventilation routines (see Procedures and Guidelines for COVID-19 Early Care and Education) throughout the program day in classrooms and utilizing the services of Buildings and Grounds (B&G) staff (see COVID-19 Cleaning Procedures) or School District staff throughout facilities. The frequency of cleaning at facilities has increased. Cleaning will be required in any facility that experiences a positive case of COVID-19 for either a staff or enrolled child prior to reopening. Supervisor, Children’s Services will evaluate cleaning and sanitizing in Early Care and Education program areas.

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> - Regular hand washing for both staff and children - Temporarily discontinue use of toys/items that cannot be easily cleaned (soft/plush toys, drinking fountains) - Clean and disinfect at least daily (or more, depending on use) frequently touched surfaces/objects: door knobs and handles, stair rails, classroom desks and chairs, countertops, light switches, shared toys, telephones, shared computers/keyboards - Washing of nap items at center, as necessary 	<ul style="list-style-type: none"> - Regular hand washing for both staff and children - Temporarily discontinue use of toys/items that cannot be easily cleaned (soft/plush toys, drinking fountains) - Clean and disinfect at least daily (or more, depending on use) frequently touched surfaces/objects: door knobs and handles, stair rails, classroom desks and chairs, countertops, light switches, shared toys, telephones, shared computers/keyboards - Washing of nap items at center, as necessary 	Supervisor, Children’s Services	Cleaning supplies: soap, disinfectant and sanitizer spray, spray bottles, washing machine/dryer	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> - Cleaning of non-program space as specified on “B&G COVID-19 Cleaning Procedure” 	<ul style="list-style-type: none"> - Cleaning of non-program space as specified on “B&G COVID-19 Cleaning Procedure” 	Facilities Manager	Cleaning supplies: soap, disinfectant and sanitizer spray, spray bottles	Yes (as “B&G COVID-19 Cleaning Procedure” are updated)



Domain 2: Social Distancing and Other Safety Protocols

Lifesteps offers both in-person and remote (Pre-K Counts only) programming. Offering options will decrease in-person attendance and promote social distancing. For in-person instruction, classrooms are organized in a way to spread out staff and children, thus mitigating spread. Children enrolled in wrap-around care (Preschool with Child Care before/after) will remain in their preschool classroom to the extent possible. Inter-departmental or inter-generational activities will not be scheduled at this time. Classrooms will not schedule joint activities in an effort to minimize “crossover” of enrolled children. Staff will be assigned to a specific classroom, to the extent possible. Shared spaces (restrooms, playgrounds, etc.) will be scheduled for use by one classroom at a time (staggered) and cleaning will be conducted between classes. Weather permitting, outdoor play and learning is encouraged, as it offers greater opportunity for social distancing. Hygiene practices will be instructed and practiced regularly throughout the day. Drop-off and pick-up will be staggered, and will occur at building entrances, to encourage social distancing. Children’s Services program visitors are not permitted at this time unless scheduled for program enrollment or management. Visits/tours will be limited to 15 minutes or less. Staff will be trained on health and safety plans, guidelines and procedures, including updates or revisions. Supervisor, Children’s Services will monitor implementation of practices.

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development 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	Practices implemented to promote appropriate spacing, as possible <ul style="list-style-type: none"> - Head-to-toe nap positioning - Spaced out seating at meals - Small group activities - Limited mixing of groups - Classrooms include the same group of children/staff daily - Limited sharing of supplies 	Practices implemented to promote appropriate spacing, as possible <ul style="list-style-type: none"> - Head-to-toe nap positioning - Spaced out seating at meals - Small group activities - Limited mixing of groups - Classrooms include the same group of children/staff daily - Limited sharing of supplies 	Pre-K Counts Teachers, Preschool Teachers, Teacher Aides, AGS	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> - Meals served in classrooms - Staggered drop-off, pick-up, playground use - Staggered restroom use 	<ul style="list-style-type: none"> - Meals served in classrooms - Staggered drop-off, pick-up, playground use - Staggered restroom use 	Supervisor, Children’s Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> - Staff and children will immediately wash or sanitize hands at arrival. If using hand sanitizer, staff will supervise use until sanitizer has dried - Staff and children hands will be washed after each diaper change, use of restroom, return from the playground, before eating, after blowing nose, coughing or sneezing - Directions for hand washing posted at each sink in facility 	<ul style="list-style-type: none"> - Staff and children will immediately wash or sanitize hands at arrival. If using hand sanitizer, staff will supervise use until sanitizer has dried - Staff and children hands will be washed after each diaper change, use of restroom, return from the playground, before eating, after blowing nose, coughing or sneezing - Directions for hand washing are posted at each sink in facility 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> - Proper hygiene/protective practices posted in program areas, drop-off & pick-up locations - Directions for hand washing posted at each sink in facility 	<ul style="list-style-type: none"> - Proper hygiene/protective practices posted in program areas, drop-off & pick-up locations - Directions for hand washing posted at each sink in facility 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> - Staff meet authorized person(s) at the door - Limited visitors permitted inside building - Sign-in, sign-out, drop off items at the lobby door (ie: car seat, lunch, nap items, etc) - Visitors will be scheduled in advance and visits/program tours will be 15 minutes or less while practicing social distancing 	<ul style="list-style-type: none"> - Staff meet authorized person(s) at the door - Limited visitors permitted inside building - Sign-in, sign-out, drop off items at the lobby door (ie: car seat, lunch, nap items, etc) - Visitors will be scheduled in advance and visits/program tours will be 15 minutes or less while practicing social distancing 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<ul style="list-style-type: none"> - Staggered playground use - Outdoor play/learning is encouraged using social distancing 	<ul style="list-style-type: none"> - Staggered playground use - Outdoor play/learning is encouraged using social distancing 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
Limiting the sharing of materials among students	<ul style="list-style-type: none"> - Small group activities - Limited mixing of groups - Classrooms include the same group of children/staff daily - Limited sharing of supplies, toys, etc. 	<ul style="list-style-type: none"> - Small group activities - Limited mixing of groups - Classrooms include the same group of children/staff daily - Limited sharing of supplies, toys, etc. 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> - Meals served in classrooms - Staggered drop-off, pick-up - Staggered playground use - Staggered restroom use - No drinking fountain use 	<ul style="list-style-type: none"> - Meals served in classrooms - Staggered drop-off, pick-up - Staggered playground use - Staggered restroom use - No drinking fountain use 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> - Transportation provided only by authorized persons and outside agencies (ie: IU, School District) - Pick up from buses will be staggered to create social distance 	<ul style="list-style-type: none"> - Transportation provided only by authorized persons and outside agencies (ie: IU, School District) - Pick up from buses will be staggered to create social distance 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> - Head-to-toe nap positioning - Spaced out seating at meals - Small group activities - Limited mixing of groups - Classrooms include the same group of children/staff daily, when possible - Limited sharing of supplies, toys, etc. 	<ul style="list-style-type: none"> - Head-to-toe nap positioning - Spaced out seating at meals - Small group activities - Limited mixing of groups - Classrooms include the same group of children/staff daily, when possible - Limited sharing of supplies, toys, etc. 	Pre-K Counts Teachers, Preschool Teachers, Teacher Aides, AGS	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> - Wraparound care (before and/or after preschool) will be provided in preschool classroom, when possible - Hours of operation may be modified based on need of enrolled families, up to standard hours of operation 	<ul style="list-style-type: none"> - Wraparound care (before and/or after preschool) will be provided in preschool classroom, when possible - Hours of operation may be modified based on need of enrolled families, up to standard hours of operation 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)



Domain 3: Monitoring Student (Children) and Staff Health

Lifesteps staff and enrolled children will have a health screening and symptom check completed at drop-off and pick-up daily. Results will be recorded on the Lifesteps COVID-19 Screening and Symptom Check Forms [Participant and Staff] and maintained with the Supervisor, Children’s Services. Additionally, staff will self-monitor throughout the day for signs of illness and will also monitor children for exhibited symptoms. If a child begins to exhibit symptoms associated with COVID-19 (see Lifesteps COVID-19 Screening and Symptom Check Forms [Participant and Staff]), the Supervisor, Children’s Services will notify Vice President, Early Education and the child will be isolated from other children until an authorized person arrives for pick-up. Staff or child(ren) sent home due to COVID-19 symptoms will need to consult with their Primary Care Physician for medical clearance to return to program. The Children’s Services program area of the facility will close for a period of 48 hours following a confirmed positive COVID-19 case within the Children’s Services program area of the facility so that the Children’s Services program area of the facility can be cleaned and disinfected. Families will be notified by the Supervisor, Children’s Services, or designee, by phone if the Children’s Services program area of the facility should require closure. Families are encouraged to communicate with the Supervisor, Children’s Services related to symptoms or health concerns.

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> - Daily screenings and symptom check of children & staff (see Lifesteps COVID-19 Screening and Symptom Check Forms [Participant and Staff]) will be completed at the drop-off/pick-up location: Temperature, Symptoms, Potential Exposure - Symptom monitoring throughout the day by staff for self and children 	<ul style="list-style-type: none"> - Daily screenings and symptom check of children & staff (see Lifesteps COVID-19 Screening and Symptom Check Forms [Participant and Staff]) will be completed at the drop-off/pick-up location: Temperature, Symptoms, Potential Exposure - Symptom monitoring throughout the day by staff for self and children 	Supervisor, Children’s Services	Guidelines and Procedures for COVID-19 Early Care and Education and Lifesteps COVID-19 Screening and Symptom Check Forms [Participant and Staff]	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education or Lifesteps COVID-19 Screening and Symptom Check Forms [Participant and Staff] are released)

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<ul style="list-style-type: none"> - If a child in care begins to exhibit symptoms of COVID-19, the child will be isolated from other children until an authorized person arrives for pick-up - Isolation and/or self-quarantine occurs when staff person or enrolled child: has temp above 100.4 degrees, exhibits multiple symptoms of COVID-19 without medical documentation to support cause, is exposed to an individual who tests positive for COVID-19 - Travel by any means (vehicle, airplane, bus, train and/or ship, etc.) outside of Pennsylvania to or through states identified by state or local health departments as having higher rates of COVID-19 for any period of time; and/or Personal or Business travel by any means, except by vehicle, including airplane, bus, train and/or ship to <u>any destination</u>, (including internationally) outside of Pennsylvania. If children, parents or staff engage in such travel, they will not be permitted to return to program and must self-quarantine for 14 days. - Parents must report time spent out of state for travel / vacation to Supervisor, Children's Services. 	<ul style="list-style-type: none"> - If a child in care begins to exhibit symptoms of COVID-19, the child will be isolated from other children until an authorized person arrives for pick-up - Isolation and/or self-quarantine occurs when staff person or enrolled child: has temp above 100.4 degrees, exhibits multiple symptoms of COVID-19 without medical documentation to support cause, is exposed to an individual who tests positive for COVID-19 - Travel by any means (vehicle, airplane, bus, train and/or ship, etc.) outside of Pennsylvania to or through states identified by state or local health departments as having higher rates of COVID-19 for any period of time; and/or Personal or Business travel by any means, except by vehicle, including airplane, bus, train and/or ship to <u>any destination</u>, (including internationally) outside of Pennsylvania. If children, parents or staff engage in such travel, they will not be permitted to return to program and must self-quarantine for 14 days. - Parents must report time spent out of state for travel / vacation to Supervisor, Children's Services. 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
<p>* Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> - Isolated or self-quarantined persons may return based on the CDC, DOH, State, County guidance and/or PCP recommendation 	<ul style="list-style-type: none"> - Isolated or self-quarantined persons may return based on the CDC, DOH, State, County guidance and/or PCP recommendation 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> - Procedures and Guidelines are subject to change based on CDC, DOH, State, Program regulation, and/or County guidance. Updates are distributed to staff and enrolled families at drop-off, pick-up, by email or mail. Old versions of Procedures and Guidelines are requested to be disposed of when new Procedures and Guidelines are released - The Children's Services program area of the facility will close for a period of 48 hours following a confirmed positive COVID-19 case within the Children's Services program area of the facility so that the Children's Services program area of the facility can be cleaned and disinfected. Families will be notified by the Supervisor, Children's Services, or designee, by phone if the Children's Services program area of the facility should require closure. 	<ul style="list-style-type: none"> - Procedures and Guidelines are subject to change based on CDC, DOH, State, Program regulation, and/or County guidance. Updates are distributed to staff and enrolled families at drop-off, pick-up, by email or mail. Old versions of Procedures and Guidelines are requested to be disposed of when new Procedures and Guidelines are released - The Children's Services program area of the facility will close for a period of 48 hours following a confirmed positive COVID-19 case within the Children's Services program area of the facility so that the Children's Services program area of the facility can be cleaned and disinfected. Families will be notified by the Supervisor, Children's Services, or designee, by phone if the Children's Services program area of the facility should require closure. 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>



Domain 4: Other Considerations for Students (Children) and Staff

Lifesteps requires children (ages 2 and older) and staff to wear a face mask throughout the day, as recommended by state and local officials. Mask wearing includes proper coverage of nose and mouth. At drop-off and pick-up, authorized persons are required to wear face masks. Staff will support and encourage children to use a mask and help children understand the importance of mask use. Staff at higher risk for severe illness are directed to their Primary Care Physician (PCP) for recommendation. Staff with documented medical need will be considered for position change/relocation during COVID-19 Yellow Phase or Green Phase. Pre-K Counts children and families have an option to participate in remote learning. Qualified staff will be assigned to teach both in-person and/or remote learning instruction. Social-emotional support strategies will be integrated into professional development (training) opportunities for staff and enrolled families.

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> - Staff, authorized persons & children (age 2 and older) are required to wear face masks to protect children and staff at higher risk for severe illness - Staff at higher risk for severe illness are directed to their PCP for recommendation - Staff with documented medical need will be considered for position change/relocation during COVID-19 Yellow Phase - Pre-K Counts children at high risk for illness, not comfortable with in-person learning, will be provided option for remote learning 	<ul style="list-style-type: none"> - Staff, authorized persons & children (age 2 and older) are required to wear face masks to protect children and staff at higher risk for severe illness - Staff at higher risk for severe illness are directed to their PCP for recommendation - Staff with documented medical need will be considered for position change/relocation during COVID-19 Green Phase - Pre-K Counts children at high risk for illness, not comfortable with in-person learning, will be provided option for remote learning 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff</p>	<ul style="list-style-type: none"> - Staff required to wear face masks unless medical exemption is provided - Supervisor, Children's Services will monitor use of masks throughout the day - Masks not required when eating, drinking, or outside on playgrounds while social distancing - Masks are available if mask worn becomes contaminated, dirty, broken, etc. 	<ul style="list-style-type: none"> - Staff required to wear face masks unless medical exemption is provided - Supervisor, Children's Services will monitor use of masks throughout the day - Masks not required when eating, drinking, or outside on playgrounds while social distancing - Masks are available if mask worn becomes contaminated, dirty, broken, etc. 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<ul style="list-style-type: none"> - Children (ages 2 and older) required to wear a mask - Staff will work with children who may be uncomfortable wearing a mask to assist with fears/anxieties and help children understand reasons that wearing masks is important - Supervisor, Children's Services will monitor use of masks throughout the day - Masks not required when eating, drinking, sleeping, or outside while consistently socially distancing - Masks are available if mask worn becomes contaminated, dirty, broken, etc. 	<ul style="list-style-type: none"> - Children (ages 2 and older) required to wear a mask - Staff will work with children who may be uncomfortable wearing a mask to assist with fears/anxieties and help children understand reasons that wearing masks is important - Supervisor, Children's Services will monitor use of masks throughout the day - Masks not required when eating, drinking, sleeping, or outside while consistently socially distancing - Masks are available if mask worn becomes contaminated, dirty, broken, etc. 	<p>Supervisor, Children's Services</p>	<p>Guidelines and Procedures for COVID-19 Early Care and Education</p>	<p>Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)</p>

PA Department of Education Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	Professional Development Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> - If a mask cannot be worn due to a developmental, medical and/or behavioral reason, acceptable documentation must be provided (ie: Physician's exemption, Individualized Education Plan/ Individualized Family Service Plan, Behavior Support Plan) 	<ul style="list-style-type: none"> - If a mask cannot be worn due to a developmental, medical and/or behavioral reason, acceptable documentation must be provided (ie: Physician's exemption, Individualized Education Plan/ Individualized Family Service Plan, Behavior Support Plan) 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)
Strategic deployment of staff	<ul style="list-style-type: none"> - Staff will be scheduled with specific groups of children, or in a specific classroom, to minimize "crossover" - Staff will be scheduled to meet the needs of in-person and/or Pre-K Counts remote instruction 	<ul style="list-style-type: none"> - Staff will be scheduled with specific groups of children, or in a specific classroom, to minimize "crossover" - Staff will be scheduled to meet the needs of in-person and/or Pre-K Counts remote instruction 	Supervisor, Children's Services	Guidelines and Procedures for COVID-19 Early Care and Education	Yes (training as updates to Procedures and Guidelines for COVID-19 Early Care and Education are released)



Health and Safety Plan Professional Development

The success of a health and safety plan requires preparation to implement as intended. For each item that requires professional development (training), Lifesteps will document the following components of professional learning (training):

- **Topic:** Content of professional development (training).
- **Audience:** Stakeholder group(s) for the professional learning activity.
- **Lead Person and Position:** Person or organization that provided the professional learning.
- **Session Format:** Strategy/format utilized to facilitate participant learning.
- **Materials, Resources, and or Supports:** Materials, resources, and/or support used to train.
- **Start Date:** Date on which the first professional learning activity for the topic may be offered.
- **Completion Date:** Date on which the last professional learning activity for the topic may be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports	Start Date	Completion Date
COVID-19 Health and Safety including communication with families and children, best practices for COVID-19 Health and Safety in Early Childhood Center based settings with concentration on social-emotional impact for staff, families and children.	EEC Staff	Mary Ellen Mannix	Remote	Remote Platform, Power Point Presentation, "Wellness Wheel", Self-Assessment: Are we Really Co-Teachers?	08/24/2020	08/24/2020
COVID-19 concerns within my home and community and how it affects young children including social-emotional impact	EEC Parents / Guardians	TBD	Remote	TBD	10/01/2020	10/31/2020
Ongoing assessment of COVID-19 concerns for staff and enrolled families	EEC Staff EEC Parents / Guardians	TBD	Remote	TBD	TBD	TBD



Health and Safety Plan Communications

Timely and effective communication about health and safety protocols and schedules is important. Lifesteps plan for communication of Health and Safety Plan information is listed below.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Procedures and Guidelines for COVID-19 Early Care and Education	Early Education Center staff and enrolled families	Vice President Early Education	Hand Delivery	03/24/2020	03/24/2020
Procedures and Guidelines for “Green Phase” COVID-19 Early Care and Education	Early Education Center staff and enrolled families	Vice President Early Education	Hand Delivery	06/26/2020	Last Revision: 08/24/2020
Updates to Procedures and Guidelines for COVID-19 “Green Phase” Early Care and Education	Early Education Center staff and enrolled families	Vice President Early Education	Hand Delivery	TBD	TBD
Lifesteps Early Care and Education COVID-19 Health and Safety Plan	Early Education Center staff and enrolled families	Vice President Early Education	Website	08/28/2020	08/28/2020
Updates to Lifesteps Early Care and Education COVID-19 Health and Safety Plan	Early Education Center staff and enrolled families	Vice President Early Education	Website	TBD	TBD
Enrollment Reports per Classroom/Facility	Children’s Services Admin Team	Vice President Early Education	Email	08/24/2020	08/26/2020
All Staff In-Service Universal Precautions including Handwashing	Lifesteps staff	Community Homes Nurse Supervisor	Video Presentation	09/23/2020	09/25/2020
COVID-19 Information, Education and Staff Communication Updates	Lifesteps staff	President and Chief Executive Officer	Email and Staff Portal	03/06/2020	35+ Communications and Ongoing