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Guidance to School Districts on Emergency Child Care



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Purpose and Background

On March 17, 2020 the Governor issued [Executive Order 20-08](#), ordering that schools shall continue to receive allocations from the State School Fund as if they had actually been in session during the closure period. Continued allocations require districts and schools to provide “support for supplemental services and emergency management services, including but not limited to, the provision of child care for first responders, emergency workers, and other individuals, consistent with any guidance and requirements provided by the Oregon Department of Education,” as needs arise.

Since this executive order was issued, school districts have been directed to provide [Distance Learning for All](#), as the state anticipates extended school closures. As this work continues to evolve, school districts are being asked to provide services that are far outside their traditional operating scope. Schools are working to support the health and safety of families by ensuring they have access to meals and the necessary supplies to support distance learning across the state. Distance learning has also created a shift in available staff, with licensed teachers working to provide distance learning for all students. As a result, districts may be challenged to identify a qualified workforce with relevant training and the child development knowledge necessary to provide safe, trauma-informed, and culturally-responsive child care.

Additionally, child care providers are not currently seeing the influx of children of essential workers enrolling in their programs. As school districts work to adhere to many new directives, it is essential that the state continues to support existing licensed child care programs through an Emergency Child Care program at this time. Because of this, school districts are directed to either maintain the existing child care programs in operation, or have a plan in place to be able to immediately implement school-based Emergency Child Care, if directed by the Oregon Department of Education (ODE).

This document, developed through a joint effort by the Governor’s Office, ODE, and Early Learning Division (ELD), provides guidance to school districts to plan for the possible implementation of emergency school-based child care centers for school-aged children. The guidance identifies processes, procedures, and operations for districts to coordinate and operate Emergency Child Care for school-aged children of essential workers during the COVID-19 pandemic.

For the purposes of this document, age ranges of children are distinguished as either **Birth to Pre-k** or **School-Aged**. The following definitions apply:

Birth to Pre-k: Infants, toddlers, and children ages birth to five (not yet in kindergarten).

School-Aged: Starting with children in kindergarten through the age of 12.

Links and other resources related to the provision of safe and quality child care during this emergency are provided through the document, including resources and requirements as established by the Early Learning Division and the Oregon Health Authority (OHA). As with all resources related to COVID-19, this guidance will be regularly updated as resources become available and/or additional direction is provided by the Governor.

Please visit the following websites for the most current information:

- [Oregon Department of Education COVID-19 Resources](#)
- [Early Learning Division COVID-19 webpage](#) (This is the best source for current information about Emergency Child Care for birth to pre-k care.)
- [Oregon Health Authority COVID-19 Updates](#)
- [Office of Governor Kate Brown Oregon Coronavirus Information & Resources](#)

School District Roles and Responsibilities

Not every school district will be called upon to provide emergency school-based child care for essential workers. If called upon, **school districts need to be ready within three working days to stand up an Emergency Child Care program for school-age students and/or contribute personnel and/or facilities to support an existing child care program within their district area.** Districts should use this guidance to develop a plan for possible implementation of school-aged Emergency Child Care, should the need arise.

Essential workers are defined across two levels of priority:

First priority: first responders, emergency workers, and health care professionals.

Second priority: critical operations staff and essential personnel.

(See “Eligibility and Service Provision” section below and/or [Essential Workers During COVID-19 State of Emergency](#) for specific details.)

ODE will contact districts directly if local school-based child care services are needed to support essential workers outside of existing and operational licensed child care facilities in their community. ELD will connect with districts in the event birth to pre-k care is needed. Districts that currently operate Emergency Child Care programs shall continue operating (please contact ODE with any supports needed to continue operating).

Planning for and Implementation of an Emergency School-Based Child Care Site

Throughout the state, communities may have a greater need for child care for the children of essential workers than what existing licensed child care facilities are able to provide. Districts

will have three options available if asked to provide Emergency Child Care support within their community. The first option is preferred, with the second and third option available if there is not a third-party provider available:

Option 1 (preferred approach): Partner with one or more existing licensed child care providers (i.e., The Boys & Girls Club, YMCA, Champions, or KinderCare) with the school district providing facility space, meals, custodial services, and transportation (as appropriate) without charging the provider.

Option 2 (if a licensed child care provider has space): Partner with a licensed child care provider (i.e., The Boys & Girls Club, YMCA, Champions, or KinderCare) or community partner to provide Emergency Child Care in the provider's facility. The district will work with the partner to ensure that meals, custodial services, transportation (as appropriate) or staffing needs are met without charging the provider. This could include utilizing some district staff to support or provide care alongside the child care provider's staff if needed.

Option 3 (if a licensed child care provider is not available): District will implement an Emergency Child Care center with district personnel that have teaching/classroom experience for school-aged children from kindergarten to age 12.

The following steps outline the process to stand-up a school as an Emergency Child Care site:

1. In collaboration with ELD, Child Care Resource & Referral (CCR&R), and Oregon 211, ODE will monitor child care capacity for essential workers throughout the state and inform a school district when Emergency Child Care is needed in a community.
2. Within 24 hours of notification, ODE will connect with district(s) required to provide school-based Emergency Child Care and will contact the community's [Emergency Manager](#).
3. ODE will work with identified district(s) to complete and submit an Emergency Child Care Facility Application, which will then be sent by ODE to the Office of Child Care (OCC) to be included within 211's child care referral system. If a district uses a third-party provider, the third-party provider must apply to the Office of Child Care as an Emergency Child Care provider.
4. ODE will provide ongoing support to districts to implement their Emergency Child Care plan.

Connecting Families with Care

Once ODE has submitted an application on behalf of a district for an Emergency Child Care site, districts will be readily identifiable as a school-based Emergency Child Care center via Oregon's 211 system. This system is the state's family referral system for Emergency Child Care.

Families have several options in accessing Oregon 211:

- **Call:** 211 or 1-866-698-6155 (listen for the child care prompt)
- **Text:** keyword "children" or "ninos" to 898211 (TXT211)
- **Email:** children@211info.org
- **Website:** <https://www.211info.org/family>
- **Hours:** Monday-Friday, 7am-11pm; Saturday-Sunday, 8am-8pm

Required Services and Financial Resources

Required Services for Kindergarten to Age 12

If a need for Emergency Child Care is identified within a community, districts must provide child care for school-age (kindergarten to age 12) children of essential workers.

Districts must provide and fund meals and custodial services, maintain social distancing, and adhere to health and safety requirements as outlined in ELD and OHA's [Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19](#), regardless of the Emergency Child Care option utilized. To bolster staff capacity, districts are encouraged to partner with a third-party provider (i.e., The Boys & Girls Club, YMCA, Champions, or KinderCare) who must apply to be an Emergency Child Care provider with the Office of Child Care (OCC) to provide child care services in their community. Districts may not charge partners to provide meals and/or custodial services in school facilities.

Possible Services for Birth to Pre-Kindergarten (pre-k)

ELD will contact districts if there is a need to provide birth to pre-k child care. Should the need arise, districts must work with an experienced partner or employ staff with expertise and experience in early care and education to manage these efforts. There is an additional approval process for serving children in this age group. To assist in these efforts, ELD can connect districts with additional supports, including materials, resources, and other needed equipment (e.g., cribs).

Service Hours

Districts should be prepared to provide Emergency Child Care services Monday through Friday, during normal school hours. School-based Emergency Child Care programs are encouraged to operate from 7:30 AM to 6:00 PM. School-based Emergency Child Care programs are not expected to offer evening, overnight, or weekend care. Collective bargaining agreements may impact staff capacity to work beyond normal school hours; districts should partner with their [Oregon School Employees Association field representative](#) and [Oregon Education Association](#) as appropriate.

Transportation

The [Executive Order 20-08](#) allows for districts to use State Transportation Grant funds from the

State School Fund to provide transportation services for children to and from school-based child care. See ODE's [COVID-19 Resources](#) website for more specific information.

Financial Resources for Families

Essential workers currently have access to [Oregon's Employment Related Day Care \(ERDC\) child care subsidy program](#). Families who cannot afford child care should apply to ERDC. See ERDC income guidelines below:

Table 1. Family Income Limits for ERDC in State of Emergency

| Family Size | Monthly Income Limit (Gross) |
|-------------|------------------------------|
| 2 | \$4,012 |
| 3 | \$4,956 |
| 4 | \$5,899 |
| 5 | \$6,843 |
| 6 | \$7,787 |
| 7 | \$8,259 |
| 8 or more | \$9,192 |

As school districts identify a third-party partner to deliver school-age child care services, they should prioritize partnering with a program that is already enrolled or willing to enroll as a listed Employment Related Day Care (ERDC) provider with DHS.

In addition to ERDC, the Coronavirus Aid, Relief and Economic Security (CARES) Act will direct approximately \$38 million to Oregon through the Child Care Development Block Grant to support emergency child care. These funds are intended to support the operation of and access to Emergency Child Care for essential workers.

Eligibility and Service Prioritization

To support Oregon's critical infrastructure, districts are asked to prepare to provide Emergency Child Care to essential workers per Governor Brown's [Executive Order 20-08](#). This order identifies two levels of priority for essential workers (see [Essential Workers During COVID-19 State of Emergency](#) for specific categories and occupations):

First priority level: first responders, emergency workers, and health care professionals.

Second priority level: critical operations staff and essential personnel.

At this time, districts are not being asked to implement or hold specific child care spots for essential workers until ODE contacts them directly when/as a need arises. Districts should, however, be prepared to first offer Emergency Child Care to the two priority levels. Children already in existing district care may continue to be served, but if at capacity and asked to provide care for an essential worker, districts must ask families who have other options to give seats to families in need during this state of emergency (see [Temporary Changes to Child Care Rules in Response to COVID-19 State of Emergency](#)).

School-based child care can be provided to district staff who have been asked to provide on-site essential services to children during school closures (e.g., expanded food service, Emergency Child Care), pending the district is able to first meet the needs of essential workers as defined by the Governor’s Executive Order.

As Emergency Child Care is prioritized for healthcare professionals, it is recommended that district staff first attempt to find alternative child care, via a third-party provider or in-home care, to both maintain priority space for changing healthcare needs and to minimize overall exposure to illness.

School-based Emergency Child Care should not be used to provide child care for district staff who are currently working at home.

Staffing

If unable to partner with a third-party provider, district personnel that have teaching/classroom experience should be utilized. Additional background checks are not needed for district employees. New staff or staff without teaching/classroom experience are required to complete the basic training requirements described in the [Temporary Changes to Child Care Rules in Response to COVID-19 State of Emergency](#). School-based Emergency Child Care sites should have at least one staff member present at all times who has current certification in first aid and CPR. If there is not district staff on-site that have this training, ELD may be able to provide a referral to qualified staff in your community.

Districts should provide all district staff working in the Emergency Child Care program with an orientation that includes:

- Health and safety procedures pursuant to ELD and OHA's guidance on preventing the spread of COVID-19 (updated procedures, guidance, and frequently asked questions can be found on [ELD's COVID-19 Resources for Providers](#) website)
- Program enrollment processes
- Daily arrival and drop-off procedures
- Emergency procedures
- Preparing and serving snacks and meals
- Recognizing and Reporting Child Abuse and Neglect (Mandatory Reporting)

For district staff interested in taking additional training specific for child care providers, please see [ELD's self-study trainings for child care providers](#).

[Executive Order 20-08](#) provides an exemption for employees in at-risk categories, who have a family member in an at-risk category, or whose physician advises against them participating. Districts should ensure that school-based child care sites have flexible sick leave and absentee policies that prohibit persons feeling ill to work in an Emergency Child Care center.

Program Structure and Schedule/Operations

The following sections can also be found on [ELD's COVID-19 Resources for Providers](#) website, both of which outline required structure, schedule, and safety procedures. See both links for the most up-to-date resources from ELD and OHA.

Ratios and Group Size

School-based Emergency Child Care must meet ratio and group size requirements, as outlined in ELD and OHA's [Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19](#).

Districts must maintain "stable" groups of the same children each day. Children must be cared for in a room that cannot be accessed by children outside the stable group.

Arrival and Pick-Up Procedures

Sites should post arrival and pick-up procedures and provide copies of these procedures to families and staff. Only designated adults are allowed to pick up children from the facility. District sites should document designated adults upon enrollment, update at families' requests, and check identification for adults picking up children from the program.

Daily health checks and other health and safety guidance is available through ELD and OHA's [Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19](#).

Daily Schedule and Classroom Practices

All scheduling should allow children to retain social distancing requirements and stable groups throughout the day by staggering groups at meal times and outdoors. Districts should focus on outdoor activities when possible, with no more than one group of children in one outside area at a time.

Districts should also ensure daily activities are in small groups or done individually (rather than whole group) whenever possible. Only staff necessary to maintain ratio compliance should be inside classrooms.

School-age children will have distance learning work assigned by their teachers. Dedicated space and time should be provided for students to access and complete their distance learning work during the child care day. Emergency Child Care staff are responsible for ensuring conditions are supportive in completing distance learning activities.

To support planning for this time, the [ODE Distance Learning for All guidance](#) recommends that school-age children participate in 45 to 90 minutes of teacher-led learning per day.

The following are maximum daily guidelines for student participation in teacher-led distance learning, per ODE's distance learning guidance:

Grades K-1: 45 minutes

Grades 2-3: 60 minutes

Grades 4-5: 90 minutes

Grades 6-12: 30 minutes per teacher (3 hours in a day)

Snacks and Meals

It is recommended that school-based child care programs provide breakfast, a morning snack, lunch, and an afternoon snack in partnership with school district meal programs. Meal times should be staggered or provided in the classroom whenever possible. Individual or bagged lunches and snacks are recommended.

It is allowable for families to provide food from home for their own child/children. Precautions should be taken to prevent other students being exposed to known allergens.

If possible, it is recommended that programs provide a 'to go' bag on Fridays with food for children over the weekend, as the COVID-19 outbreak is likely to exacerbate the impact of food insecurity for many children and families.

For more information on meals, snacks, and Child Nutrition Programs please visit the [Oregon Child Nutrition Programs COVID-19 Response and Resources](#) website. You can also access additional resources in your area through the [Oregon Food Bank Food Finder](#).

Safety Guidelines

Overall Guidance

- Provide easy access to soap and warm water for handwashing for all children and staff.
- Children and staff should wash hands with soap and water for at least 20 seconds:
 - When transitioning between activities
 - Before every snack and meal
 - After coming inside
 - After sneezing, blowing one's nose, or coughing
- Avoid touching one's face.
- Cover coughs and sneezes with a tissue and throw the tissue away immediately.
- Except for when eating, preparing, or serving food, hand-sanitizing products with 60 percent alcohol may be used as an alternative method to handwashing. Hand sanitizer must be stored out of reach of children when not in use.

Safety guidance, including changes in response to federal guidelines (e.g., masks), is frequently changing and will be updated regularly by ELD and OHA via [ELD's COVID-19 Resources for Providers](#) website.

Facilities and Physical Environments

It is recommended that children spend as much time outdoors while limiting indoor activities to the extent possible. Playground equipment or other outdoor play structures may not be used per Governor Brown's [Executive Order 20-12](#). Any additional guidance related to this directive will be updated and communicated with districts as soon as possible.

All outdoor play areas should be enclosed and observed for possible safety hazards to ensure children stay safe and accounted for. There should be no more than one stable group of children in one outside area at a time, and all outside areas should allow for social distancing of at least 6 feet.

While indoors, there should be a minimum of 35 square feet per child in each classroom, with space to accommodate at least 6 feet between children at all times. Windows, if operable, should be frequently opened whenever possible and the HVAC system should be adjusted to allow more fresh air into classroom spaces.

Classroom furniture and materials should be age appropriate, and all materials, toys, and classroom surfaces should be cleaned and sanitized throughout the day and after all children have departed. Classrooms should also have dedicated storage space available for children's clothing and belongings that do not touch or come into contact with other children or staff personal items.

Large rooms (e.g., gymnasiums, cafeterias) can be divided into two rooms, but a barrier (e.g., cones, tables, chairs) must clearly delineate the two spaces. Large group activities should not be allowed, and the sharing of supplies, toys, and other items should be limited.

Classrooms should have at least one accessible working telephone. Handwashing sinks should have both hot and cold running water, soap, and paper towels that are dispensed in a sanitary and safe manner.

ELD and OHA have published sanitation recommendations and cleaning schedules for Emergency Child Care settings with guidance on the use of cleaning products, procedures, and frequency of cleaning for child care spaces. Reference [ELD/OHA Sanitation Guidance](#) for specific protocols and procedures, a summary of which is included below.

Cleaning Practices

- Consider removing materials from the classroom that are harder to clean (e.g., soft toys).
- Follow regular cleaning protocols and use an EPA-registered disinfectant that is active against coronaviruses.
- Clean and disinfect frequently touched surfaces throughout the day and after children have left the site for the evening.
- Clean and sanitize all toys at the end of the day.
- Clean any machine washable items on the hottest setting.
- Keep a designated bin for separating toys that have been in children's mouths. When a child is done with a mouthed toy, place it in a bin that is inaccessible to other children and wash hands. Clean and sanitize prior to returning to children's area.

Health Screening and Monitoring

[ELD's COVID-19 Resources for Providers](#) outlines requirements for daily health screening, social distancing, and other health and safety practices, as well as steps to take if children, staff, and/or parents/guardians contract COVID-19 or develop symptoms.

All staff should be screened upon entering (or prior to) entering the facility. Adult screening services should be confidential and conducted in private with the intent of evaluating whether a staff member may begin their shift. Adult files should be securely stored and provided to human resources. No information about adult health screenings should be disclosed without approval from human resources.

Staff should conduct daily health checks of all individuals upon arrival to the child care site, including children, staff, and anyone else entering the building. An additional screening of students at or approximately 5 hours after arrival is recommended as a precaution for identifying children who may have taken fever reducing medications prior to arrival.

Child illness policies and procedures must include written requirements around exclusion, isolation, and re-introduction and should be shared with families. All procedures should include safety procedures and guidance for child care facilities outlined on [ELD's COVID-19 Resources for Providers](#) website. School-based child care sites should also have a signed medical consent form on file for each child that authorizes medical care in the case of an emergency.

Should a child become ill while in school-based child care, they should be placed in a dedicated isolation area immediately and sent home as soon as possible. Isolation areas shall be equipped with a cot, mat, or bed for each sick child that are sanitized after each use. All isolation areas shall also allow for direct supervision of children by qualified staff from a 6 foot distance. The isolation area shall be sanitized after each use.

For the most up-to-date guidance, please see ELD and OHA's [Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19](#).

Exclusion and Closure Policies

It is imperative to stay informed about the COVID-19 outbreak and follow current guidance. Know the signs and symptoms of COVID-19 in children and adults. Keep up to date via OHA and your local public health entity.

To ensure the safety of children and staff in Emergency Child Care:

- Follow [standard exclusion criteria for illness](#).
- Anyone who has had close contact (defined by the CDC as being within 6 feet of someone for 10 minutes or more) with someone diagnosed with COVID-19 should remain home for 14 days after their last contact with the COVID-19 patient.
- Recommend exclusion for children or staff who are considered high-risk, including older adults or people who have serious chronic medical conditions. To determine whether you meet a high-risk category, please consult OHA guidance on vulnerable populations.

If anyone who has entered an Emergency Child Care site is diagnosed with COVID-19, consult with your local public health entity regarding cleaning and closure. A site may need to close briefly (2 to 5 days) for cleaning and disinfection, and may need to close if child care cannot safely be provided due to a high number of staff being out of work.

All Emergency Child Care sites should have a plan in place in case they need to close. The plan should include:

- Protocol for communicating with staff and parents.
- Process for informing your licensing specialist (if applicable) and your local Child Care Resource and Referral (CCR&R) entity if you close (so families will not be referred during closure). CCR&Rs can be contacted at 1-800-342-6712.

Appendix

Key Acronyms

| Acronym | Description |
|---------|--|
| 211 | Oregon 211 is a statewide resource for families seeking child care |
| CCR&R | Child Care Resource and Referral |
| CDC | Center for Disease Control |
| DHS | Department of Human Services |
| ELD | Early Learning Division |
| ERDC | Employment-Related Day Care |
| OCC | Office of Child Care |
| ODE | Oregon Department of Education |
| OHA | Oregon Health Authority |

School-Based Child Care Personnel and Responsibilities

Source: Early Learning Division

| Personnel | Responsibilities |
|---|--|
| Site Administrator/Coordinator (does not need to be an official school administrator, e.g., TOSA) Front Desk Staff | <ul style="list-style-type: none">● Develop daily arrival and drop off● Develop emergency procedures● Ongoing communication with families● Sick child/room coverage● Medication administration¹● Conduct daily staff and student health screenings● Support classroom staff as needed |
| Human Resources | <ul style="list-style-type: none">● Hiring Emergency Child Care staff● Tracking required trainings and orientations● Maintaining a substitute pool |
| Nurse and/or Health Professionals (if available) | <ul style="list-style-type: none">● Develop and manage procedures that align with OHA COVID-19 health and safety guidelines● On call, as needed |
| Food Service Staff | <ul style="list-style-type: none">● Preparing and serving meals and snacks according to USDA/CACFP guidelines and current CDC guidance● Delivery of meals to classrooms |

¹ Medication administration rules for schools should apply. OAR 581-021-0037 (certified 1998; rule change 2010), ORS 339.866 to 339.873 (1997; amended 2009)

| | |
|---|---|
| Custodial Staff Additional staff as needed | <ul style="list-style-type: none"> ● Facility sanitation and laundering protocols align with current COVID-19 requirements ● Sanitation protocols are implemented throughout the day ● Provide support for cleaning and sanitizing classrooms or cafeteria after meals |
| Teacher Teacher Assistant Aide (supports multiple classrooms) | <ul style="list-style-type: none"> ● Classrooms are staffed in a manner that always supports age appropriate supervision ratios ● Assigned classroom staff receive breaks and lunches ● Support meal service in classrooms (if required) |
| Bus Drivers Aide (supports supervision) | <ul style="list-style-type: none"> ● Provide transportation services ● Sanitize bus before and after routes ● Provide additional staff on bus to support age appropriate supervision |

Safety Practices Checklist

- All staff are trained and practice Universal Precautions.
 - Staff have needed supplies to implement these precautions.
- Supervision procedures shall include:
 - All children in sight and sound of staff at all times (including napping and toileting)
 - Children not left alone with unqualified staff at any time
 - Communication between staff regarding supervision
 - Daily sign in and out sheets
 - Attendance checks conducted regularly throughout daily schedule (head counts)
- Items of potential danger to children (including but not limited to medication, diapering ointment, plastic bags, cleaning supplies and other potentially toxic materials) are kept in the original labeled containers, stored separately from food and food services supplies, and stored in a locked area inaccessible to children.
- Emergency contacts for children and staff are maintained and accessible to staff.
 - Emergency contacts include the name and number of people to whom the child can be released.
 - Parent/legal guardian(s) has provided permission for child release to a non-custodial adult.
- Emergency and/or evacuation plans include:
 - Age appropriate protocols for evacuating and removing children to a safe location.
 - A system of communication to connect with families.

- Signed medical consent form authorizing medical care on file for each child.
- Classrooms used for emergency child care have at least one accessible working telephone.
- Program has procedures that address how to manage injuries and address child illness, including communication with families.
- Child illness policy and procedure includes written requirements around exclusion and re-introduction, and is shared with families.
 - Procedures are inclusive of COVID-19 protocols.
- Programs obtain information from families on the child's health, including any allergies or health conditions that will require additional attention.
 - Child allergies (including food allergies) are posted where staff can easily refer to it.
- Families complete a permission slip whenever medication is administered in the program. Medication permission slip must include:
 - Dates which medication shall be administered
 - Times when medication shall be administered
 - Complete instruction for administration
 - Parent/Guardian signature
 - Documentation of administration with date, time and staff signature
 - Be stored with medication
 - Medication must be labeled with child's name, name of drug, dosage, physician's name and phone number, and directions for administration. Information on the label and the family permission slip must match.
- All medication, refrigerated or unrefrigerated, have child-resistant caps, are stored away from food at the proper temperature and are inaccessible to children. Expired medication is returned to families in a timely manner.
 - Emergency medication (ie. EpiPen, epilepsy medication, asthma inhalers) is taken when children are outside of the classroom, and kept with a staff member at all times.
- A well-stocked first aid kit is accessible only to adults in every classroom and is taken when children are outside of the classroom (e.g., outdoor time)
- Parents and/or guardians will be informed daily of any injuries to their child and first aid administered.

K-12 School-Age Emergency Childcare Readiness and Planning Checklist

Staffing

Staff are identified to provide:

- Childcare
 - Up-to-date background checks
 - Trained on how to prevent, recognize, and report signs of child abuse
 - First aid/CPR trained (at least one staff in the classroom)
- Administrative support (phone, organization, parent contact)
- Maintenance/upkeep/sanitization (custodial services)
- Building access/management (e.g., knowledgeable of fire alarms, security systems)
- Food service staff

Program Structure and Schedule/Operations, Safety Guidelines, and Health Screening and Monitoring

The site has established procedures regarding:

- Daily health checks for staff and children
- Enrollment packet to be completed by parents (emergency contacts, medications, allergy, special needs) (See sample [Child Enrollment Authorization](#))
- Pick up/drop off, sign in/sign out (See sample [Sign-In and Sign-Out form](#))
- Medication Dispensation (See sample [Medication Authorization Form](#))
- Health, safety and emergency procedures
- Accommodations for children who experience disabilities (see [Parent or Family of a Child Who Experiences a Disability](#) for additional information)
- Toileting & Handwashing
- Meal service
- Daily Sanitation--including toys, surfaces, equipment, etc. Washing procedures for soft materials (e.g., blankets, stuffed animals, dress-ups, pillows)

Facilities and Physical Environments

The site includes the following attributes:

- Fenced space for outdoor play and egress from the outdoor play area
- Outdoor areas safe and accessible for the ages and abilities of children
- Proximity to bathrooms
 - Access to hot and cold running water
 - Access to one-use hand towels
 - Soap
- Age-appropriate materials for play, not including playground equipment
- Sufficient space to promote social distancing
- Area set aside for quiet activities or alone time

- Supervised area for sick child
- Cleaning supplies and other chemicals locked away and out of reach
- Space for child to store personal belongings where they do not touch the belongings of others

Daily Schedule and Classroom Practices

At a minimum, there is a routine in place to assure that:

- Children are taken outside on a regular basis
- Staff actively supervise (play with) children indoors and outdoors
- There is a daily balance of planned activities, free choice, and quiet time, including Distance Learning for All guidelines
- Staff play and interact with children
- Planned activities support social and emotional growth
- Planned activities are inclusive and responsive to individual child needs and IFSP/IEP goals are embedded in daily routines and activities
- Hygiene practices are prioritized

Snacks and Meals

- Meal service is consistent with the [child nutrition food safety and sanitation guidance](#)

School-based Emergency Child Care Frequently Asked Questions (FAQs)

(Check for updated questions and answers on ODE’s [COVID-19 Resources](#) website; any additional questions that arise as districts plan and implement can be sent to K-12ecc@state.or.us.)

District Responsibilities & Preparation

| Question | Answer |
|--|---|
| Does the child care requirement for first responders only apply to schools that already provide child care on a regular basis? | School districts with at least one local hospital or long-term care facility in their service area will likely be called upon to provide Emergency Child Care services once existing licensed child care programs in their community are at capacity. The Oregon Department of Education is working closely with Oregon 211, local Emergency Managers, and the Early Learning Division to monitor and determine need and will reach out to superintendents at districts in communities that demonstrate an Emergency Child Care need. All districts are required to have plans in place to operationalize an Emergency Child Care setting within three working days of notification from ODE. |

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| <p>My district serves a small, rural community that does not have a hospital. Are we required to open an Emergency Child Care program?</p> | <p>School districts that do not have a hospital or long-term facility in their services area are asked to plan for needed services in the future, but will be contacted by the Oregon Department of Education if local child care services are needed by essential workers. Districts should have plans in place to operationalize a program within three working days.</p> |
| <p>My district already has been operating an Emergency Child Care site. Shall we continue to run the program?</p> | <p>Yes. Continue serving children at the Emergency Child Care site and make adjustments as appropriate using recommendations as identified in the guidance. Contact ODE at K-12ecc@state.or.us for support with your Emergency Child Care program.</p> |

Eligibility & Registration

| Question | Answer |
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| <p>How do families get connected with the child care services they need?</p> | <p>To receive a customized referral to Emergency Child Care programs contact Oregon 211 info by:</p> <ul style="list-style-type: none"> ● Calling 211. Listen to the prompt for Child Care and press the specified number. ● Texting the keyword “children” or “niños” to 898211 (TXT211). ● Emailing children@211info.org. ● Visit 211info.org/family. <p>HOURS: Monday – Friday: 7 a.m. to 11 p.m.; Saturday – Sunday: 8 a.m. to 8 p.m.</p> <p>Families for whom child care is not absolutely necessary should keep their children at home to ensure child care programs who remain open can meet child care needs of essential workers first.</p> |
| <p>Are families required to register through Oregon 211?</p> | <p>No. Oregon 211 is a statewide resource for families seeking child care and a school district's Emergency Child Care site will be listed along with other emergency sites throughout the state. Families should contact the school district directly to register for Emergency Child Care at the site at which the care is provided.</p> |

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| <p>Are we required to verify families' employment as part of their registration? If so, what types of documentation can be used?</p> | <p>School districts should not ask to verify parents' employment upon registration.</p> |
| <p>Are there resources to help families who meet the eligibility requirements, but are not able to pay a fee for services?</p> | <p>The Department of Human Services (DHS) has expanded eligibility for the Employment Related Day Care (ERDC) subsidy to help working families off-set child care costs. More information about ERDC can be found at DHS' child care assistance website.</p> |
| <p>Can Emergency Child Care sites provide care to the children of school staff serving as childcare providers?</p> | <p>Yes, as long as your district is able to meet the needs of essential workers first. As Emergency Child Care is prioritized for healthcare professionals, it is recommended that district staff first attempt to find alternative child care, via a third-party provider or in-home care, to both maintain priority space for changing healthcare needs and to minimize overall exposure to illness.</p> <p>School-based Emergency Child Care should not be used to provide child care for district staff who are currently working at home.</p> |

Staying Safe

| Question | Answer |
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| <p>What precautions do we need to take to ensure that children, their families, and program staff remain safe in the midst of the COVID-19 outbreak?</p> | <p>Currently licensed child care facilities and school districts providing Emergency Child Care should continue to follow ELD and OHA's Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19 and the Governor's Executive Order 20-08. If any administrative rules conflict with either the ratio/stable group and priority enrollment requirements or the COVID-19 safety requirements, the requirements supersede the rule.</p> |
| <p>Are there resources available to provide program staff with personal protective equipment, such as gloves and masks?</p> | <p>The Early Learning Division has some supplies available for programs providing Emergency Child Care.</p> |

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| Are there health and safety recommendations if multiple classrooms are utilizing one bathroom for child care? | The Oregon Health Authority has published <i>COVID-19 Sanitation Recommendations and Cleaning Schedule for Emergency Child Care Settings</i> with guidance on the use of cleaning products, procedures, and frequency for child care spaces (see ELD's COVID-19 Resources for Providers website for the most up-to-date guidance). This includes information on how to clean shared bathroom facilities during the child care day. |
| Are district staff who fall in a high-risk category for COVID-19 exposure required to report for Emergency Child Care services? | No, Executive Order 20-08 provides an exemption for employees in at-risk categories, who have a family member in an at-risk category, or whose physician advises against them participating. |

Program Implementation

| Question | Answer |
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| With Distance Learning for All, what are the expectations for school-age children to receive educational support while in child care? | Emergency Child Care facilities should provide children access to their Distance Learning for All curricula as provided by their school district. Emergency Child Care staff will coordinate time within the child care day for this work and provide guidance and support to students, as needed. |
| We've been advised to keep children outside as much as possible, but Executive Order 20-12 closes all playgrounds and sport courts. Are we allowed to use our play equipment courts for the emergency child care program? | Children and staff should utilize outside areas that allow for social distancing and maintaining stable groups. Playground equipment should not be utilized at this time given the inability to retain OHA guidelines of use and cleanliness (playground equipment areas must be closed, in accordance with Executive Order 20-12 .) Children and staff should wash hands during transition times between activities, and before every snack and meal. All scheduling should allow children to retain social distancing requirements and stable groups throughout the day. |
| Can we bring small groups of students (10 or fewer) into school to provide instruction or in-person supports, beyond what is directed by the Governor in providing childcare for health professionals and first responders? | After a review by the Oregon Health Authority (OHA), schools may NOT provide instruction to K-12 students at school sites. The only exception to this guidance will come in the form of ways districts meet the Executive Order 20-08 to provide child care for essential workers. |

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| Will our district be reimbursed for costs associated with running an Emergency Child Care program? | No. If districts are using existing staff and funds to support their Emergency Child Care site, they can reach out to the Early Learning Division and their Early Learning Hub leads to help procure necessary equipment and supplies for operating an emergency site. |
| Are there substitutes for Emergency Child Care programs? | Yes. School districts should reach out to their regional Child Care Resource and Referral (CCR&R) if they need help identifying qualified substitutes. School districts will be responsible for paying sub costs related to their Emergency Child Care site. |
| Are there resources available for supplies and materials? | Yes, the Early Learning Division has a process in place for Emergency Child Care programs to request supplies and materials. Contact ELD at ProviderContact@state.or.us . |
| Are we required to provide snacks and meals? | It is recommended that programs provide breakfast, a morning snack, lunch, and an afternoon snack, working in partnership with school district meal programs. Meal times should be staggered or should be provided in the classroom whenever possible. Individual or bagged lunches and snacks are recommended. |
| Are we required to provide transportation? | The Executive Order 20-08 issued by Governor Kate Brown allows for districts to use the State Transportation Grant funding within the State School Fund to provide transportation services for children to and from school based child care. |

Ongoing Support

| Question | Answer |
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| Where can we go for additional support for our program? | <p>The Oregon Department of Education is prepared to provide support to school districts throughout this process. Questions can be sent via email to K-12ecc@state.or.us.</p> <p>Additionally, the Early Learning Division, your Child Care Resource and Referral (CCR&R), and your community's Emergency Manager are available to provide support and answer any questions you may have throughout the implementation of your Emergency Child Care site(s).</p> |