



Hilltop

EARLY LEARNING ACADEMY

COMMUNICABLE DISEASE HEALTH AND SAFETY PLAN HILLTOP EARLY LEARNING ACADEMY

Updated August 2022

Introduction

In order to ensure the safe operations of Hilltop Early Learning Academy and help reduce the transmission of communicable illnesses such as Covid-19, as well as other communicable illnesses, this document provides a guidance process, and actions that our families and staff can take to help slow the spread of these illnesses.

Hilltop Early Learning Academy continues to work with the local health officials, [Oregon Early Learning Division](#), [Oregon Health Authority](#), [CDC](#) as well as utilize the [American Academy of Pediatrics guidelines](#) to determine the set of strategies appropriate for our learning academy.

COVID-19

The Covid-19 virus is thought to spread primarily from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, Hilltop Early Learning Academy has implemented specific safety measures for families, children and teachers to follow so we can help reduce the spread of Covid-19 and keep everyone as healthy as possible.

In response to understanding how COVID-19 spreads, the Oregon Health Authority has identified the most effective methods to reduce the spread within child care and early education programs. These recommended methods include:

- 1) the use of face coverings
- 2) physical distancing
- 3) restrictions on group size and creation of group stability
- 4) cleaning and sanitation practices.

MONKEY POX

Monkeypox is a rare disease that has caused occasional outbreaks since 1970, according to the CDC.

Monkeypox is a virus in the smallpox family that can cause a rash and lesions. Symptoms include a blister-like rash that lasts for two to four weeks, fatigue, fever, aches, nasal congestion, and cough.

According to the Oregon Health Authority:

Orthopoxviruses are a family of viruses that includes hMPXV (human monkeypox virus), variola virus (which causes smallpox), vaccinia virus (used in the ACAM2000 live, attenuated smallpox vaccine), cowpox virus, and other viruses. hMPXV has recently been spreading in many countries, including the United States, that have not historically reported infections with this virus.

<https://www.oregon.gov/oha/ph/diseasesconditions/diseasesaz/pages/orthopoxviruses.aspx>

According to OHSU immunologist, Mark Slifka, "because the monkeypox virus doesn't transmit as readily as other viruses — including the SARS-CoV-2 virus that sparked the current COVID-19 pandemic, this outbreak will most likely be limited to close contacts. Provided people recognize the symptoms and quarantine appropriately, he expects the outbreak will burn out relatively quickly."

<https://news.ohsu.edu/2022/05/26/monkeypox-ohsu-expert-advises-vigilance-not-alarm>

The virus is spread primarily through direct person-to-person contact or through contact with items like towels and bed linens that have touched an infected person's rash, the CDC says.

For more information on Monkeypox go to the Oregon Health Authority page or the CDC page:
<https://www.oregon.gov/oha/ph/diseasesconditions/diseasesaz/pages/orthopoxviruses.aspx>
<https://www.cdc.gov/poxvirus/monkeypox/index.html>

Monkeypox has currently been declared a national public health emergency in an effort to raise awareness and accelerate efforts to combat it.

At Hilltop we will follow the guidelines outlined in the Oregon Early Learning Division (ELD) most current Health and Safety Guidelines for Child Care and Early Education.

* **Best practices** are recommended for child care providers to ensure health and safety, but are not required and will not be monitored by the Office of Child Care for compliance.

The following are **best practices** and are recommended, not required. If Hilltop sees the need to implement these practices at some time during the year to ensure the health and safety of our staff, students and families, parents or guardians will be notified of the implementation.

Face Coverings

Masks are no longer a state requirement in child care. Hilltop Early Learning Academy will assess our personal and community's risk when determining whether to wear a mask.

Hilltop Early Learning Academy, along with the Early Learning Division (ELD) and the Oregon Health Authority (OHA) support families' and students' choice to wear a mask, but we do not have a mask requirement at this time.

Hilltop Early Learning Academy will assess our need for masks to be worn should the need arise and parents/guardians will be notified.

Currently, it is recommended that individuals 2 years and older returning to care after Covid-19 illness wear a mask for 5 days upon returning.

Social Distancing, Group Sizes and Stable Groups

Social distancing, though an effective strategy for helping reduce the spread of COVID-19, is not always feasible within the early education environment. Therefore, the public health approaches for early education programs rely more on measures, such as face masks, stable groups, and frequent handwashing, cleaning, and sanitation.

Group size and stable groups help reduce the spread of COVID-19 and other illnesses in child care and early education settings. These methods limit the number of potential contacts children or adults may have with someone who has COVID-19 or other communicable illnesses limiting transmission.

At Hilltop Early Learning Academy:

- Our classes include the same stable group per day, and the same child care providers remain with the same group each day.
- Our classes maintain our licensing staff-to-child ratios and group sizes.

- We keep each group/cohort of children in a separate room as much as possible.
- We stagger playground times and keep groups separate for other activities such as LunchBunch.

Cleaning and Sanitation Practices

Cleaning and sanitization practices are essential tools in helping to reduce the spread of communicable diseases such as Covid 19 or other illnesses. We follow the required cleaning schedule recommended.

https://oregonearlylearning.com/wp-content/uploads/2022/04/COVID-19-Requirements_Recs_-3.22-FINAL_EN.pdf

High touch Surfaces

- High touch areas (doorknobs, light switches, non-food countertops, handles, class tables, sinks, sink handles, etc) are disinfected throughout the day.

Soft surface Cleaning

Soft surfaces such as carpeted floor, rugs, and drapes are cleaned and sanitized daily

Cleaning and Sanitizing Toys

- Toys that children have placed in their mouths are set aside until they are washed and sanitized.
- Toys are not shared with other cohort groups, until they are washed and sanitized.
- Toys that need to be cleaned will be set aside in a separate container marked “need to be cleaned toys.” Toys will be rotated through cleanings.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Hand washing

All children, staff, and volunteers engage in hand hygiene frequently:

- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- After touching or cleaning surfaces that may be contaminated
- All staff and children adhere to regular hand washing with soap and water for at least 20 seconds

Respiratory Hygiene

- All staff cover coughs and sneezes with tissues or the corner of the elbow
- Staff teach and encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use and wash hands immediately afterwards

Eliminating transmission points

- There is frequent cleaning/disinfecting of all touch points.
- Commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) are wiped down/disinfected during the day.
- Employees clean their classroom and workspace throughout the day.

Health Screening of Children/Staff

Children and staff continue to be screened for any observable illness, including cough or respiratory distress upon arrival until further notice. A Health Questionnaire is taken daily on Brightwheel (see Appendix for copy of the Health Questionnaire). It may be modified or changed as need arises.

If a child is excluded from care because of fever, cough, or shortness of breath, the child must be fever free for 24 hours since last fever without fever-reducing medications and their symptoms must be resolving. There is no reduction of tuition for this time period.

Illness and Covid-19

*Due to declining COVID-19 case rates and high levels of immunity, **the Oregon Health Authority paused the quarantine requirement for individuals exposed to COVID-19 in child care and K-12 settings. Only individuals who test positive must be excluded from child care and isolate at home for 5 days.**

COVID-19 Exclusion and Notification Child care providers are REQUIRED to:

TESTING POSITIVE FOR COVID-19:

Exclude from the program any child or staff member who has tested positive for COVID-19, regardless of vaccination status, for the time period specified in the rules adopted by the Oregon Health Authority under OAR 333, Division 19, in accordance with rules adopted by the Authority.

- Exclusion from the program must be for the time determined by current Oregon Health Authority guidance. Refer to COVID-19 Isolation and Exclusion Guidelines for Child Care Settings for more information.
- When returning to care, it is recommended that the individual, if 2 years and older, wear a well-fitting mask for an additional 5 days after their isolation is completed. The exclusion period can be shortened if an individual with symptoms of COVID-19 tests negative. Programs should consult with the Local Public Health Authority for additional guidance.

Hilltop Early Learning Academy will notify families and other individuals if there has been a case of COVID-19, or other public health issue on the premises. Families, after notification of an exposure, should watch for symptoms and test for Covid-19 if they suspect they might have it. **Individuals do not need to be excluded from care after an exposure unless they become symptomatic.**

COVID-19 Exclusion and Notification Child care providers recommendations

HAVE PRIMARY SYMPTOMS OR TEST POSITIVE:

Hilltop Early Learning Academy recommends a child or staff, regardless of vaccination status, stay at home if they have primary symptoms of COVID-19 (**fever, chills, shortness of breath, new cough, or new loss of taste or smell**), or go home if symptoms develop while at child care, and get tested.

- If the child or staff has only one primary symptom of COVID-19 (*fever, chills, shortness of breath, *new cough, or new loss of taste or smell), and has a negative COVID-19 test or has not been tested, they may return to the program once fever-free for 24 hours and symptom is improving.
- **If a child or staff member test positive for COVID-19 they must follow the recommended quarantine guidelines** for the time period specified in the rules adopted by the Oregon Health Authority under OAR 333, Division 19, in accordance with rules adopted by the Authority.

- Staff who are well but who have a sick family member at home with a confirmed case of COVID-19 should notify their supervisor and follow CDC recommended precautions and monitor for symptoms. *Anyone who comes into child care who has a household member with symptom of COVID-19 that is not confirmed or presumptive must carefully monitor for symptoms. The ill household member should be strongly encouraged to get tested. For any additional questions about their care, contact a healthcare provider or state or local health department.
- If the child or staff member has at least two primary COVID-19 symptoms and has not been tested, they should stay home for 5 days and until they are fever-free for 24 hours and symptoms are improving.

**New cough means out of the ordinary for this person – e.g., not typical asthma, allergies.*

**Fever means 100.3 degrees Fahrenheit or more, without the use of fever-reducing medication.*

Exclusion is not required for non-primary COVID symptoms such as sore throat, fatigue, headache, congestion, runny nose, muscle or body ache. If symptoms persist for more than a few days, consider consultation with a medical provider or get tested for COVID-19.

Testing is recommended if symptoms develop, and testing should be considered 3-5 days after exposure regardless of symptoms.

Guidelines for Onset of Illness While at Hilltop Early Learning Academy

Child

- If a child becomes sick during the day, the teacher will send the child to the Office. The child will be monitored, care will be given and the parents or guardian will be notified
- A request for pick up will be made if necessary
- If the child is coughing heavily or has green runny nose, the child may be provided a facemask and asked to wear it
- If a child is confirmed to have COVID-19 infection, families in that cohort will be notified and other families in the school will be notified as necessary

Employee

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work, or who become sick during the day, will be asked to separate from children, co-workers, parents, visitors, and sent home.
- If an employee is confirmed to have COVID-19 infection, administration will inform parents, other staff of their possible exposure to COVID-19 but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The staff and families will self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Guidelines for Onset of Illness While at Home

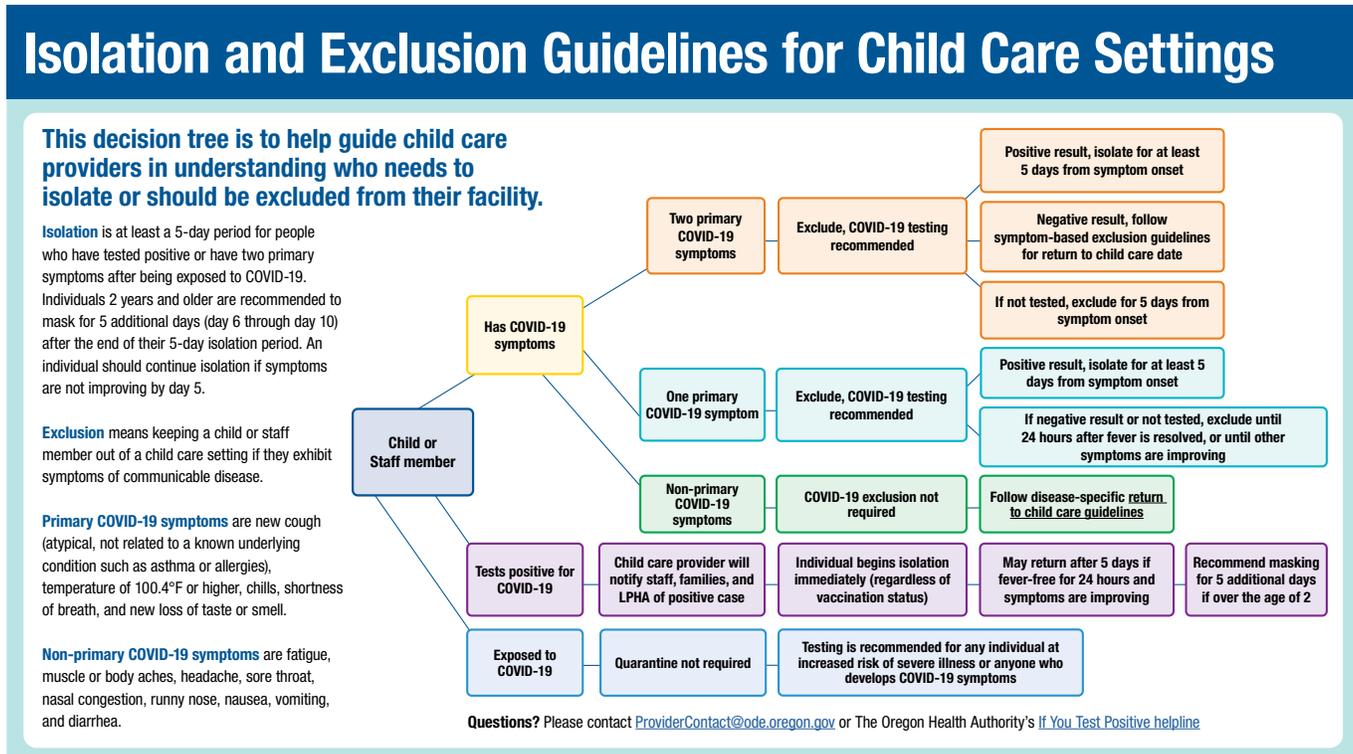
Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask you to notify us that your child will be absent and keep your child at home. Follow our current illness policy (included in the Parent Handbook) to understand the return to school policy.
- If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that Hilltop Early Learning Academy will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- If an employee becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that they call the office and stay home and monitor their symptoms.
- If they develop primary symptoms for COVID-19 we ask that they get checked by their doctor and/or get a Covid-19 test

See the Exclusion Summary Chart below for the process Hilltop will follow:



Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Coronavirus Response and Recovery Unit (CRRU) at 503-979-3377 or email CRRU@dhsosha.state.or.us. We accept all relay calls or you can dial 711TTY or COVID19.LanguageAccess@dhsosha.state.or.us.

OHA 4145 (03/21/2022)



Hilltop Early Learning Academy will exclude staff and children for COVID-19 symptoms or cases if the adult or child has primary COVID-19 symptoms as shown in the chart above an illness with fever, unusual cough, or shortness of breath (see exclusion chart above).

- If a child or staff member with symptoms of COVID-19 is advised by a medical professional they can return to care (e.g., diagnosed with something else and given antibiotics), they are allowed return to care. Documentation from the medical professional is required. The person must be fever-free for at least 24 hours.

If a child or staff member has symptoms of diarrhea, vomiting, headache, sore throat, or rash, they must be excluded and advised to consult a medical professional.

- If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
- If not seen by a medical professional, they may return 24 hours after resolution of symptoms.

Response by Hilltop Early Learning Academy if There is a Confirmed Case of Covid-19

- Hilltop Early Learning Academy, if required by the current guidelines, will notify the local public health authority and the Office of Child Care, (Multnomah County Health Authority) and licensing specialist, alternatively, the program can call (503) 947-1400.
- Hilltop Early Learning Academy will communicate with all families and other individuals who have been in the facility including staff and volunteers, about the confirmed case.
- Hilltop Early Learning Academy will ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—monitor their symptoms (see quarantine chart above) if they develop symptoms, quarantine for the amount of time required under the current ruling or recommendation.

Should the need arise due to any communicable disease outbreak, decisions about required closure will be made in conjunction with the Local Health Authority, the Office of Child Care Early Learning Division and Portland Christian Center.

Local health officials' recommendations for the scope and duration of center closure will be made on a case-by-case basis using the most up-to-date information about and the specific cases in the community.

- During center closure, any extracurricular group activities will be cancelled.
- During the closure, staff, students, and their families are discouraged from gathering or socializing anywhere, this includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- A short-term dismissal will not include the stopping or reduction of tuition. Should the center be closed for more than 5 business days, tuition reduction/stopping will be addressed.

Should Hilltop Early Learning Academy have to quarantine or go online we will communicate this with parents via email and Brightwheel, phone and/or Zoom.

Tuition During Distance Learning

- Tuition will be collected when Hilltop Early Learning Academy is open and operating whether on campus or distance learning. If distance learning, we will send out packets and use Zoom and YouTube videos to maintain instruction. Students are encouraged to attend all Zoom sessions and work on the materials provided.

APPENDIX

Staff/Student Arrival Health Questionnaire

Please help us to protect your children and others by answering the questions below regarding symptoms of COVID-19 immediately upon entry to Hilltop Early Learning Academy. Temperatures will be checked upon arrival and again if the child seems symptomatic during the day.

If your child answers yes to any question on this form, we cannot allow your child/family to enter until symptoms have resolved.

1. Does your child have a fever or temperature above 100.3?

Yes No

2. Does your child have a cough or shortness of breath?

Yes No

3. Have you or your child been exposed to a person with a positive case of COVID-19 in the past 14 days?

Yes No

Acceptance of procedures for children/families/staff

Hilltop Early Learning Academy

Pandemic Health and Safety Plan Parent Acceptance

Anyone who has children enrolled at Hilltop Early Learning Academy must read, sign, agree and follow the policy and procedures in order to be participating in Hilltop Early Learning Academy programs.

I have read and fully understand Hilltop Early Learning Academy's policy and procedures in the [Communicable Disease Health and Safety Plan](#). I also understand that this document can be changed at any time with or without notice by the director, her designee, or the Board of Directors of Portland Christian Center as dictated by the onset of new challenges or in compliance with Oregon Early Learning Division, Oregon Health Authority, American Academy of Pediatrics, and/or the CDC.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following the policies, procedures, and rules set by the Governor at any given time.

Child(ren)'s Name and Hilltop Class

Parent Signature Date

Parent Signature Date