



# EXPLORERS ACADEMY HEALTH & SAFETY PLAN

Coronavirus

Created July 2020; Third Revision October 2021  
A guide for Families, Staff, Health Services Advisory, Policy Council, and Board

## Explorers Academy Health and Safety Plan

This Health and Safety Plan will serve as the agency guideline regarding on-site and remote staff, child, and family service activities surrounding coronavirus. This plan is tailored to the unique needs of our Head Start Program and takes into account recommendations and guidelines from the following:

Riverstone Public Health  
Montana Governor's Office  
DPHHS/Montana Childcare Licensing  
American Academy of Pediatrics  
Centers for Disease Control  
Occupational Safety & Health Administration  
Office of Head Start

Given the dynamic nature of the coronavirus pandemic, this plan incorporates as much flexibility as possible to adapt to changing conditions. This plan ensures staff, the children and families, the agency Health Services Advisory Committee, Policy Council, and Board are fully informed and prepared for the phased reopening of our preschool facilities. This plan will be reviewed, updated, and revised on a regular basis and as often as necessary. For the most current version of the plan, please visit our website at [www.explorershs.org](http://www.explorershs.org).

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Third Revision 10/1/2021

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The 2021/2022 Preschool year will begin with in-person instruction on the single start date of Wednesday, August 25, 2021. It is anticipated our program will operate under the premise of Phase 2 of this Health and Safety Plan.

Topics covered in this plan are listed in alphabetical order. Phase 1, the phase highlighted in red, means staff will be working remotely and in-person services will not be offered. Phase 2, the phase highlighted in yellow, means all aspects of Head Start services will be offered with extreme caution. Phase 3, the phase highlighted in green, means Head Start services will progress towards typical as much as possible.

<b>TOPICS</b>	<b>PHASE 1</b> <b>Lowest Risk Environment</b> <i>Guiding Principle:</i> <i>(adapted from the CDC)</i> <i>Children, their families and Staff engage in remote-only and virtual-only classes, activities, and events.</i>	<b>PHASE 2</b> <b>Moderate Risk Environment</b> <i>Guiding Principle:</i> <i>(adapted from the CDC)</i> <i>Groups of children stay together and with the same teacher(s) throughout/across school days. When possible, groups do not mix.</i>	<b>PHASE 3</b> <b>Highest Risk Environment</b> <i>Guiding Principle:</i> <i>(adapted from the CDC)</i> <i>Full sized, in-person classes, activities, and events. Children can mix between classes and activities.</i>
<b>Agency Vehicles</b>	Cars: Use on a very limited basis. Driver/one person only. Disinfect before and after use. Buses: Not applicable	Cars: Disinfect before and after use. If multiple staff in car, must wear masks. Buses: Disinfect before and after use. Individual classrooms only on buses. Masks worn.	Cars: Disinfect before and after use. Buses: Disinfect before and after use.
<b>Attendance</b>	Safety Related: Phone calls, text messages, emails only. No home visits. If family doesn't respond, Teacher and FA to collaborate in reaching out to emergency contacts. If continued concerns, seek supervisor support.	Safety Related: Stop by home after 2 unexcused absences and no contact. Wear a mask. Conduct visit outside if possible. COVID Related: Allow family necessary time to quarantine. Phone calls, text message, and	Safety Related: Stop by home after 2 unexcused absences and no contact. Wear a mask (if mandated). Visit can take place inside the home. COVID Related: Allow family 14 days to quarantine. Phone calls,

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	COVID Related: Allow family 14 days to quarantine. Phone calls, text messages, and emails okay to check in on family.	emails okay to check in on family. Follow Pediatrician recommendations in order for child to return to school.	text message, and emails okay to check in on family. Follow Pediatrician recommendations in order for child to return to school.
<b>Child Checkpoints &amp; Staffings</b>	Both can occur using a virtual meeting platform only.	Fall 2021 (October) child checkpoints will be conducted virtually. Considerations will be evaluated again for Winter and Spring checkpoints. Staffings can occur in person, with proper social distancing or wearing of face masks. Meeting attendance for staffings can occur virtually (if preferred).	Both can occur as typical, with everyone meeting in person.
<b>Child Drop-off &amp; Pick-up</b>	Not Applicable	Entering and exiting the North Park and Terry Park buildings will occur via different doors and will be clearly labeled. Per the guidelines set forth by AWARE, parents will not be allowed to enter the building. Entering and exiting the Lockwood center will occur via the same door. Only one adult per child will be recommended to enter the building for child drop-off and pick-up. Siblings who cannot be left alone will be allowed to accompany adults dropping off and picking up children. Masks	Entering buildings and exiting buildings will occur via different doors and will be clearly labeled. In the North Park facility, stair ways will be used one-way only and will be clearly labeled. A limited number of family members will be encouraged when dropping off or picking up a child from school.

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		must be worn. Children will undergo a daily health check, including a temperature check, at drop-off and before separating from the parent or other adult. Child sign-in stations will be kept outside of the classroom (in hallways).	
<b>Child Screenings</b>	No screenings will take place. If concerns, refer to child's Pediatrician.	Hearing, Vision, Social/Emotional, Developmental, and Speech/Language screenings will occur, meeting the 45 day time frame. Masks must be worn. Screening stations must be disinfected between children. If concerns, refer to child's Pediatrician.	All screenings will be administered as typical.
<b>Class Times</b>	Not Applicable	Class times for the 2021/2022 program year will be as follows:  North Park: Monday-Thursday Morning Session 8 am – 12 pm Afternoon Session 12:30-4:30 pm  Terry Park Monday-Friday 8:00 am – 2:15 pm <i>Early Out Wednesdays At 12:15 pm</i>	In order to maintain continuity and consistency, class start and end times may remain. The need for double session, or afternoon, classes at North Park will be evaluated.

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		<p>AWARE &amp; Lockwood Monday-Friday 8:30 am – 2:45 pm <i>Early Out Wednesdays At 12:45 pm</i></p>	
<b>Classroom Size &amp; Ratio</b>	Not Applicable	<p>Per instruction from the OHS, classrooms will be enrolled at full capacity by January 2022. Older 4-year-olds and soon-to-be or 5-year-olds will be placed in classrooms together. 3-year-olds and younger 4-year-olds will be placed in classrooms together.</p> <p>The ratio in primarily 4-year-old and older classrooms is 1 Teacher to 10 children.</p> <p>The ratio in classrooms with 3-year-olds is 1 Teacher to 8 children.</p>	<p>Enrollment will increase to 75-100% of program capacity. The need for double session, or afternoon, classes at North Park will be evaluated. The option to serve private-pay children will be evaluated.</p>
<b>Classroom Supplies and Materials</b>	<p>Children are served remotely. Individual supplies will be provided for children &amp; families who need it. Classrooms are deep cleaned at the start of shut-down.</p>	<p>Teachers clean, sanitize, and disinfect entire classrooms and materials daily (Classrooms are deep cleaned weekly). Float Teaching Assistants will be used to help disinfect high use areas (like tables and chairs) during the day. Special care will be given in order to avoid using products in the presence of children.</p>	<p>Teachers clean, sanitize, and disinfect high use areas and materials daily. Classrooms are deep cleaned weekly.</p>

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		<p>Children's water bottles will be stored separately.</p> <p>Multiples of desired supplies and materials will be offered to reduce sharing when possible.</p> <p>Dress up clothing will be swapped and laundered weekly.</p> <p>Sensory materials are important to a child's development and proper handwashing will take place before and after use of sensory items.</p>	
<b>Cleaning</b>	Deep cleaning of classrooms and entire facilities occurs immediately following closure.	<p>Teachers will deep clean classrooms weekly.</p> <p>Teachers are encouraged to disinfect bikes and helmets between uses by children on the playground.</p> <p>Doorways, door knobs, light switches, handrails, and other common areas of buildings will be disinfected daily by Maintenance, Float, and Reception staff.</p> <p>A contracted cleaning company will be used to disinfect bathrooms daily.</p>	<p>Teachers clean, sanitize, and disinfect high use areas and materials daily. Classrooms are deep cleaned weekly.</p> <p>A contracted cleaning company will be used to disinfect hallways and bathrooms daily.</p> <p>Custodian and Maintenance will help in keeping the public areas of buildings and playgrounds safe and clean (North Park and Terry Park). The Float Teaching Assistants will help in keeping the public areas of buildings and playgrounds safe and clean (Laurel and Lockwood).</p>
<b>Daily Health Checks for Children</b>	Not Applicable	A daily health check of each child at parent drop-off that includes a visual assessment of COVID	Daily health check of each child at parent drop-off that includes a visual assessment of COVID

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		<p>related concerns plus a temperature check will be conducted. Results of daily health checks are recorded electronically in the Child Plus app. Daily health checks are conducted as discreetly as possible, with concerns being discussed with parents privately. Refer the family to the child's Pediatrician or the Public Health Department with any questions or concerns.</p> <p>See related <i>Care of a Sick Child</i> and <i>Care of a Sick Child with Coronavirus Policies</i>.</p>	<p>related concerns plus a temperature check. Results of daily health checks are recorded electronically in the Child Plus app. Daily health checks are conducted as discreetly as possible, with concerns being discussed with parents privately. Refer to the family to the child's Pediatrician with any questions or concerns.</p> <p>See related <i>Care of a Sick Child</i> and <i>Care of a Sick Child with Coronavirus Policies</i>.</p>
<p><b>Daily Health Checks for Staff</b></p>	<p>Only management staff are allowed in agency buildings. Other staff are allowed with permission from management on a case-by-case basis. Staff are asked to self-check temperatures and for respiratory symptoms related to COVID. Staff with known symptoms will not be allowed to enter agency buildings. Staff are asked to sign a <i>Daily Health Checks</i> policy.</p>	<p>All staff are asked to be cognizant of COVID-19 symptoms and if staff are exhibiting symptoms, they will stay home from work. Staff with <i>any</i> illness symptoms will contact the Human Resources Director, as well as their direct supervisor. Staff with known symptoms will not be allowed to enter agency buildings or will be asked to leave work immediately upon the discovery of symptoms. Staff are encouraged to consult with their medical provider.</p>	<p>All staff are asked to complete a self-administered daily health check. Staff who are ill are asked not to come to work. Supervisors, with the support of the Human Resources Director, can ask employees exhibiting signs of illness to leave the workplace. Staff are encouraged to consult with their medical provider. Staff are asked to sign a <i>Daily Health Checks</i> policy.</p>



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<b>Emergency Drills</b>	Not Applicable	Emergency drills such as fire, evacuation, and lockdown will occur as typical. The intent of these drills is to prepare for life-threatening emergencies. The risk associated with these drills outweighs the risk of contracting coronavirus.	Emergency drills such as fire, evacuation, and lockdown will occur as typical.
<b>Exposure, Diagnosis &amp; Contact Tracing</b>	<p>Questions regarding staff exposures will be directed to the Human Resources Director.</p> <p>Questions regarding child and family exposures will be directed to the Family &amp; Community Partnerships Director.</p> <p>In the event of a positive diagnosis in a center, we will consult with the Riverstone Public Health Department regarding contact tracing and next steps.</p> <p>The affected center may be closed for up to 14 days after a positive diagnosis within the building and will only re-open under the guidance of the Public Health Department.</p>	<p>Questions regarding staff exposures will be directed to the Human Resources Director.</p> <p>Questions regarding child and family exposures will be directed to the Health Specialist.</p> <p>In the event of a positive diagnosis in a classroom, we will consult with the Riverstone Public Health Department regarding contact tracing and next steps.</p> <p>At least the affected classroom, and possibly the entire center, may be closed for up to 14 days after a positive diagnosis and will only re-open under the guidance of the Public Health Department.</p> <p><i>Testing resources are provided at the end of this document.</i></p>	<p>Questions regarding staff exposures will be directed to the Human Resources Director.</p> <p>Questions regarding child and family exposures will be directed to the Family &amp; Community Partnerships Director.</p> <p>In the event of a positive diagnosis in a center, we will consult with the Riverstone Public Health Department regarding contact tracing and next steps.</p> <p>Closure of a center will be dependent upon updated guidance from government and health officials.</p>
<b>Facemasks</b>	Managers and the occasional staff person working in agency buildings must wear a face mask	Per agency policy, all adults must wear a face mask in agency buildings when 6 feet of social distancing cannot be maintained.	The use of face masks will be optional pending updated guidance from government and health officials.

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	<p>when 6 feet of social distancing cannot be maintained. See related <i>Face Masks Policy</i>.</p>	<p>Classrooms with any child age 2 or older will encourage all children in the classroom to wear a face mask. Child will never be forced to wear a face mask. Staff will model appropriate health practices at all times. Funds for classrooms to purchase masks for every child will be provided by the agency. Staff are encouraged to provide their own masks because of individual preference and comfort. Disposable masks will be provided in reception areas for parents. See related <i>Face Masks Policy</i>.</p>	<p>See related <i>Face Masks Policy</i>.</p>
<p><b>Family Services</b></p>	<p>Family Services will be offered via remote means only including phone calls, text messages, and emails. Application appointments will be conducted virtually. Family Outcomes Assessments will be conducted virtually. Family Services staff will continuously educate themselves on available social services in the community and refer families in how to access those services.</p>	<p>Family Services staff will engage with and meet with families abiding by all the health and safety protocols outlined in this plan. Core components in services to families will remain including: -Applications &amp; Enrollment -Family Outcomes Assessments -Goal Setting -Resources &amp; Referrals -Collaboration with Community Partners</p>	<p>Services to families can resume as typical.</p>

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		<p>-Emergency assistance and crisis intervention</p> <p>-Parent Committee &amp; Policy Council</p>	
<b>Field Trips</b>	Not Applicable	<p>Teachers are to check on the COVID restrictions of the field trip destination.</p> <p>The field trip request form has been updated to address COVID planning.</p> <p>One classroom at a time may be transported by bus for a field trip. The bus driver will disinfect the bus before and after use.</p>	<p>Teachers are to check on the COVID restrictions of the field trip destination.</p> <p>The field trip request form has been updated to address COVID planning.</p> <p>Children may be doubly seated on the bus, pending updated guidance from government and health officials.</p> <p>The bus driver will disinfect the bus after each use.</p>
<b>Handwashing</b>	Handwashing occurs after arrival to work, before and after consuming food, after toileting, after blowing nose, coughing, or sneezing, and anytime hands are visibly dirty.	<p>In addition to the key times to wash hands identified in Phase 1, staff will wash hands before entering and after exiting classrooms (or use hand sanitizer). Parents will be encouraged to wash hands or use hand sanitizer upon arrival to centers. Children will wash hands upon arrival to centers. Children will be taught proper handwashing technique and will wash hands with running water and soap according to recommendations and policy.</p>	Rigorous health and hygiene habits around hand washing will remain as suggested in Phases 1 and 2.

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		Hand sanitizer will be provided at all centers for adult use only.	
<b>Health Education</b>	Health education and support will be provided through remote systems like phone calls and email. Health education priorities include coronavirus and related concerns, handwashing, dental hygiene, mental health, parenting, and balancing work/school and childcare.	Health education will be classroom based. Priorities for health education include handwashing, dental hygiene, social/emotional development, and the importance of face masks. Parents will be supported with health education in the home including parenting, mental health, and balancing work/school and childcare. Community members will be allowed in classrooms to provide health education (see volunteers), as long as health and safety guidelines are followed.	Health education in the classroom can resume as typical and should be driven by curriculum and classroom needs. Health education in family homes and in parent workshops should be parent driven. Community members can be invited to present.
<b>Home Visits</b>	Home visits will not take place.	In person, in home, visits are best. We will request family members wear a face mask for home visits. If a family expresses discomfort with meeting in the home (due to exposure/illness) or with wearing a mask, the next option would be to offer a visit at an alternative location – playground, park, coffee shop, parent’s porch. Virtual meetings and phone calls can be offered if the parent discloses signs or symptoms of a	Home visits can resume as typical.

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		<p>respiratory infection, cough, sore throat, or shortness of breath or if the parent has had contact with someone with COVID - 19 , known exposure to someone with suspected or confirmed COVID - 19 , or ill with respiratory illness within the last 14 days.</p> <p>Teachers will be given a full month to complete home visits to accommodate for health and safety.</p>	
<b>Meals &amp; Snacks</b>	<p>No meals or snacks will be offered on-site.</p> <p>Grab-and-go meals may be offered based on family need and ability to access other resources in the community.</p>	<p>Meals and snacks will be served in classrooms with a focus on family style eating.</p> <p>Parents will not be permitted to join classrooms for meals and snacks.</p> <p>Meals and snacks will be served following CDC and CACFP guidelines.</p> <p>Tables and chairs will be disinfected before and after meal service.</p>	<p>Meals will be offered as typical in classrooms with a focus on family style eating.</p> <p>Parents can join classrooms for meals and snacks.</p> <p>Meals and snacks will be served following CDC and CACFP guidelines.</p> <p>Tables and chairs will be disinfected before and after meal service.</p>
<b>Learning &amp; Instruction</b>	<p>Teachers will engage students and families virtually.</p> <p>Teachers will use Class Dojo as the primary digital platform to engage with families.</p> <p>Teachers will provide at least 2 digital mini lessons a week.</p>	<p>In-person instruction will be offered as typical in classrooms, abiding by all other health and safety precautions outlined in this plan.</p>	<p>All children will attend preschool for in-person instruction as typical.</p>

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	<p>Lessons may include, but are not limited to: a read aloud, singing songs, or a 5-10 minute math or literacy lesson.</p> <p>Teachers will provide families links to virtual learning platforms (Starfall, ABC Mouse, Scholastic, etc.).</p> <p>Learning packets will be created and available for families who cannot engage virtually.</p> <p>Teachers will document contacts with families and their details in Child Plus.</p> <p>Teachers and Family Advocates will work together to meet any child and family needs.</p> <p>Both Teachers and Family Advocates will communicate with families via Class Dojo, phone calls, text, or emails at least once per week.</p>		
<p><b>Napping</b></p>	<p>Not Applicable.</p>	<p>Cots will be placed at least 6 feet apart. Cots will be placed head to foot, in order to prevent the spread of communicable illness. Children will not wear masks while napping. Cots will be disinfected daily.</p>	<p>Napping will resume as typical.</p>

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		<p>Bedding will not be shared between children and will be stored separately. Bedding will be laundered weekly.</p>	
<p><b>Office Visits &amp; Parent/Teacher Conferences</b></p>	<p>Visits will take place by virtual means only and can include phone calls, text messages, emails, or via a virtual meeting platform.</p>	<p>In person, at the school, office visits and parent/teacher conferences are best. We will request parents wear face masks for in-person office visits and parent/teacher conferences. Visits can occur with parents in offices, meeting rooms, or classrooms not occupied by children. Plexiglas desk partitions will be provided in offices where 6 feet of social distancing cannot be maintained. The meeting area will be disinfected by the staff person holding the office visit or conference immediately after the visit. If a parent expresses discomfort with meeting in-person or with wearing a face mask, or discloses signs and symptoms of COVID-19, or has been in direct contact with someone who is ill, Alternative forms of meeting with parents should be offered</p>	<p>Office visits and Parent/Teacher Conferences can take place as typical. The meeting area will be disinfected by the staff person holding the office visit or conference immediately after the visit.</p>

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		<p>including phone calls, virtual meetings, porch visits, or park visits.</p> <p>Teachers will be given a full month to complete Parent/Teacher Conferences to accommodate for health and safety.</p>	
<b>Parent Engagement</b>	<p>Parent workshops and meetings will be held using virtual meeting platforms only.</p>	<p>Parent workshops, meetings, and other gatherings will occur at the center-based level only.</p> <p>Virtual workshops and meetings are still an option (and preferred). Parent Committees will not plan classroom based activities.</p> <p>Activities that bring parents and children together will be avoided.</p> <p>On-site childcare will not be offered for parent workshops and meetings.</p> <p>Parents are required to wear a mask when attending in-person workshops and meetings. Six feet of social distance will be kept between households when attending meetings and workshops inside facilities.</p>	<p>Parent workshops, meetings, and other gatherings can occur at the agency level.</p> <p>Events can include children.</p> <p>The offering of on-site childcare will resume for parents attending Policy Council meetings and other trainings.</p> <p>Food can be offered, following health and safety guidelines.</p> <p>Events that bring a large amount of people together will only occur under the guidance of the Public Health Department.</p>
<b>Playground Use</b>	<p>Not Applicable.</p>	<p>Classrooms will use playgrounds at pre-planned and staggered times throughout the preschool day.</p>	<p>Playgrounds will be disinfected daily, during morning safety checks conducted by maintenance staff at the Terry Park and North Park locations, and by Float</p>



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		<p>In most cases, only 2, and sometimes 3, classrooms will access playgrounds at the same time. Classrooms with older children will be paired together and classrooms with younger children will be paired together. Classroom pairings for playground use purposes are pre-planned and changes to the plan are discouraged.</p> <p>Children and Teachers do not need to wear face masks while outside, but need to adhere to social distancing guidelines. The number of manipulatives, toys and other items made available to children from playground sheds will be minimized.</p> <p>Teachers will strive to disinfect tricycles and helmets between uses.</p>	<p>Teaching Assistants at the Lockwood and Laurel locations.</p>
<p><b>Policy Council &amp; Board Meetings</b></p>	<p>Meetings will be held using virtual meeting platforms only.</p>	<p>Meetings will be held with a blended platform, in-person and virtual.</p> <p>Members attending meetings in-person will maintain 6 feet of social distance and will wear face masks.</p>	<p>Meetings can occur as typical, following recommended guidelines.</p>

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		On-site childcare will not be provided for members to attend meetings, but costs for childcare expenses will be reimbursed on a case-by-case basis.	
<b>Posters, Signs, and Messages</b>	All significant health and safety communications will originate from the Executive leadership team, Board of Directors, or Public Health Department only. Communications will be sent out electronically to both parents and staff via social media, email, and/or School Messenger. Posters and signs will be posted in all 4 agency locations and will be updated regularly.	All significant health and safety communications will originate from the Executive leadership team, Board of Directors, or Public Health Department only. Communications will be sent out electronically to both parents and staff via social media, email, and/or School Messenger. Posters and signs will be posted in all 4 agency locations and will be updated regularly.	All significant health and safety communications will originate from the Executive leadership team, Board of Directors, or Public Health Department only. Communications will be sent out electronically to both parents and staff via social media, email, and/or School Messenger. Posters and signs will be posted in all 4 agency locations and will be updated regularly.
<b>Sick Children and Staff</b>	Staff with symptoms of illness will not report to work and will leave work immediately upon discovery of illness symptoms. If illness is suspected to be COVID related, staff may only return to work under the guidance of their Physician or the Public Health Department and the Human Resources Director.  Children are not being served on-site at this time. If children or their primary caregivers are	Staff with symptoms of illness or who have been in direct contact with someone who is ill, will not report to work and will leave work immediately upon discovery of illness symptoms. Staff will immediately contact the Human Resources Director, as well as their direct supervisor. If illness is suspected to be COVID related, staff may only return to work under the guidance of their Physician or the Public Health	Staff with symptoms of illness will not report to work and will leave work immediately upon discovery of illness symptoms. If illness is suspected to be COVID related, staff may only return to work under the guidance of their Physician or the Public Health Department and the Human Resources Director.  Children exhibiting signs of coronavirus related illness will not be allowed to be in school. In the

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	<p>experiencing signs of illness suspected to be COVID related, staff will encourage them to seek the guidance of their primary physician or the Public Health Department.</p>	<p>Department and the Human Resources Director.</p> <p>Children exhibiting signs of coronavirus related illness or who have been in direct contact with someone who is ill, will not be allowed to be in school.</p> <p>Staff will notify the Health Specialist in cases of child illness. If a child has a fever and at least one other symptom, we will assume the illness is COVID related.</p> <p>In the event that COVID suspected illness is discovered during the school day, children will be separated from their peers. Full PPE will be available for the staff member caring for the sick child. Full PPE is stored in the Ed Coordinator's office.</p> <p>If a child's illness is suspected to be COVID related, that child will only be allowed to return to school under the guidance of their primary physician or the Public Health Department. We will request a doctor's note to verify the child's safe return.</p>	<p>event that COVID suspected illness is discovered during the school day, children will be separated from their peers and isolated in the designated area (with a staff member). Full PPE will be provided for the staff member caring for the sick child. Designated areas to care for a sick child at each center are as follows:</p> <p>North Park: Office 107</p> <p>Terry Park: Office 3</p> <p>Laurel: FA/Ed Coordinator Office</p> <p>Lockwood: FA/Ed Coordinator Office</p> <p>If a child's illness is suspected to be COVID related, that child will only be allowed to return to school under the guidance of their primary physician or the Public Health Department. We will request a doctor's note to verify the child's safe return.</p>
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<b>Staff Meetings, Trainings, and Gatherings</b>	Meetings and trainings will be held via virtual platforms only. Group meeting areas will be closed. Communal food will not be allowed.	Meetings, trainings, and gatherings can occur when at least 6 feet of social distancing can be maintained. Face masks are required, per policy. Remote options to participate will be offered for staff on a case-by-case basis.	Meetings, trainings, and gatherings can occur within recommended guidelines.
<b>Staff working at multiple locations</b>	Permitted as necessary, following all health and safety protocol in place.	All health and safety protocol in place will be followed. Traveling managers and other support staff will avoid going into classrooms, unless necessary. Classroom coverage and ensuring the health and safety of children will be considered as necessary times to assist in classrooms. Staff who need to conduct observations in classrooms will do so by maintaining 6 feet of social distance during the observations. Work stations will be disinfected upon arrival and when leaving the center.	Travel between centers can resume as typical, taking into account all health and safety protocol in place. Work stations will be disinfected upon arrival and when leaving the center.
<b>Substitutes</b>	Not Applicable.	Classrooms will be covered with current and on-site staff as much as possible. Substitutes will be used as a last resort. Substitutes must be thoroughly trained in the coronavirus health	Substitute list will be built slowly. Substitutes must be thoroughly trained in coronavirus health and safety protocol and must sign off on related acknowledgments before working in classrooms.

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		and safety protocol and must sign off on related acknowledgments before working in classrooms. Key personnel will be used to train and secure substitutes.	Key personnel will be used to train and secure substitutes.
<b>Tooth brushing</b>	Not Applicable. Dental hygiene will be supported in the home.	Tooth brushing will occur once per day in all classrooms, following agency tooth brushing procedures. Dental hygiene will be promoted in the home. Dental health lessons will occur in classrooms.	Based on recommendations from the Office of Head Start and American Dental Association, tooth brushing can be introduced in classrooms.
<b>Travel for work &amp; training</b>	Not allowed.	Travel may be permitted based on necessity and on a case-by-case basis. On-line training opportunities will be promoted and supported.	Out of state travel will be considered based on federal travel recommendations.
<b>Treats in Classrooms</b>	Not Applicable.	EA recognizes that birthdays are important milestones in our classrooms. Individually packaged, store purchased treats can be enjoyed.	Treats will be allowed, taking into account updated health guidance and agency policy.
<b>Vaccination</b>	Effective 1/1/2022, COVID-19 vaccination is federally mandated for all staff.	Effective 1/1/2022, COVID-19 vaccination is federally mandated for all staff. <i>Vaccination resources are provided at the end of this document.</i>	Effective 1/1/2022, COVID-19 vaccination is federally mandated for all staff.

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<b>Volunteers</b>	No volunteers will be allowed in program.	<p>Parent and community volunteers can support the program as long as they are not working in the same areas as children, wearing masks at all times, complete a health check, and practice good hand hygiene.</p> <p>Volunteer groups of 10 or less are preferred.</p> <p>Due to the health and safety of the children in our care, classroom volunteers are limited. Requests for classroom volunteers will be evaluated on a case-by-case basis by the management team.</p> <p>Requests for classroom volunteers must be made at least 2 weeks in advance. A request form and process is forthcoming.</p>	<p>Parent and community volunteers will be welcome in our facilities and classrooms.</p> <p>All health and safety protocol in place must be followed.</p> <p>Regular, or long-term volunteers will be given preference for working in classroom environments.</p> <p>Sporadic volunteers will be asked to work in areas away from children.</p>
<b>Well Child Exams</b>	<p>Not encouraged for ages 2 and older by the American Academy of Pediatrics during the coronavirus pandemic.</p> <p>Support parents in interpreting guidelines of when to see the Pediatrician in person or via telemedicine.</p>	<p>According to updated guidance from the American Academy of Pediatrics (January 2021), we will encourage families to stay on schedule with regular well child exams, vaccinations, and routine screenings.</p> <p>Support parents in interpreting guidelines of when to see the Pediatrician in person or via telemedicine.</p>	<p>Based on updated recommendations from the American Academy of Pediatrics, encourage and support parents in returning to their child's well child exam schedule.</p>

## Explorers Academy Health and Safety Plan

**COVID Testing:** It is always best to follow the recommendations of your personal physician. Your physician's office may be able to provide COVID testing on a case-by-case basis. At-home COVID test kits can be purchased at most pharmacies in the community. As of 10/1/2021, the following locations in the Billings community offer COVID testing. Please check location websites for additional and important information, including costs and qualifications.

Riverstone Health  
123 S. 27<sup>th</sup> St.

St. John's United at Gainan Commons  
502 N. 30<sup>th</sup> Street

Yellowstone Pathology Institute  
2900 12<sup>th</sup> Ave. North #295W

Pharm406  
1410 30<sup>th</sup> St. West Suite A

Drive-thru at all Walgreens locations

**COVID Vaccination:** As of 10/1/2021, most clinics and pharmacies in the greater Billings area are offering the COVID vaccine. Cost of the vaccine is free. Please check location websites for additional and important information, including appointment types and vaccine manufacturer.

Albertson's Pharmacy at all Locations

Wal-Mart Pharmacy at all Locations

Walgreens at all Locations

CVS at all Locations

Sam's Club

Costco

Billings Clinic Walk-In

St. Vincent Pharmacy

Riverstone Health

**On-Site Vaccination Clinics:** Explorers Academy is partnering with Riverstone Health to offer on-site COVID Vaccination clinics. Please refer to your agency email for additional details. This first set of clinics will be offered:

**North Park on Thursday October 21<sup>st</sup> from 11:00am-1:00pm**

**Terry Park on Friday October 22<sup>nd</sup> from 11:00am-1:00pm**

