



## KENTUCKY HEAD START ASSOCIATION

### Program Reopening and Operating Planning Template

This tool is designed to support program level discussions and planning related to reopening in response to COVID-19 closures. This tool was borrowed from the New England Head Start Association as a template for Head Start programs to use in conjunction with official guidance from the Office of Head Start (OHS), Center for Disease Control (OHS), and state and local authorities. **This tool is designed to support program planning only and does not provide any guidance or instruction.** Programs are encouraged to revise and adapt this template to incorporate local priorities and updated guidance as it unfolds. Please note that topics listed are designed as prompts and official guidance should be referenced when creating a plan.

#### Planning Process

Who is on the planning team?

When and how will the planning team convene and communicate?

The team has reviewed the following:

- [Head Start Performance Standards](#)
- [CDC Guidance for Child Care Programs that Remain Open](#)
- [CDC Guidance for Cleaning and Disinfecting for Reopening](#)
- State and Local Health Authority Guidelines
- State Child Care Licensing
- [Caring for Our Children](#)
- [American Academy of Pediatrics Guidance Related to Child Care during COVID-19](#)
- Other:
- Other:

What is your process for reviewing and updating your plan as new information and guidance is available?

How will you engage partners in planning and/or communicate out decisions?

Topic	Plan, Policy, or Procedure in Place	Shared with Staff (as needed)	Shared with Parents (as needed)	Comments
<b>Physical Distancing and Face Covering in Group Care Settings for Children</b>				
Group size, with consideration of: <ul style="list-style-type: none"> <li>• Staggered attendance</li> <li>• Child selection</li> <li>• Square footage for physical distancing</li> </ul>				
Cot and crib spacing and positioning				
Face covering (children and teachers)				
Consistent and separate child groups with consistent staff				
Outdoor play space utilization				
Other:				
<b>Physical Contact Considerations</b>				
Messaging to assure physical contact to meet child needs will occur safely				
Diapering procedure and staff assignment				
Clothing coverings (smocks) and off-the-face hair styles				
Clothes changing and procedures for children and staff related to secretions with consideration for bagging or washing				
Extra child and staff clothing accessibility				
Infant feeding expectations				
Other:				

Topic	Plan, Policy, or Procedure in Place	Shared with Staff (as needed)	Shared with Parents (as needed)	Comments
<b>Child Health Screening, Illness, and Exclusions</b>				
Child screening with consideration for: <ul style="list-style-type: none"> <li>• Method</li> <li>• Location</li> <li>• Staff assignment</li> <li>• Arrival and departure plan</li> </ul>				
Updated child illness exclusion policies and procedures with considerations for return-to-care requirements				
Separate area for sick children awaiting pick-up				
Other:				
<b>Hand Hygiene</b>				
Handwashing procedures and signage updated (as needed); supervisory monitoring of protocols				
Handwashing promotion with staff, children, and parents				
Hand sanitizer availability as appropriate				
Other:				
<b>Parent Arrival and Departures</b>				
Physical distancing, with consideration for: <ul style="list-style-type: none"> <li>• Staggered arrival and departure times</li> <li>• Outdoor or designated entry area pick-up zones</li> <li>• Face coverings for parents</li> <li>• Handwashing/hand sanitizer access</li> <li>• Child health screening process and location</li> </ul>				
Sign in/out procedures.				

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Social connection routines for parents and children through these transitions.				
Other:				
<b>Staffing and Workspace Considerations</b>				
Updated staff illness exclusion expectations, screening, supervisor oversight, and coordination with human resources				
Physical distancing, including consideration of: <ul style="list-style-type: none"> <li>• Remote work</li> <li>• Workstation distancing</li> <li>• Staggered schedules</li> <li>• Limit shared workstation use</li> <li>• Breakroom restrictions</li> </ul>				
Vulnerable staff population				
Planning for staff absences				
Staff recruitment, hiring retention, and compensation				
Relationship and group forming/re-forming				
Other:				
<b>Cleaning and Disinfecting</b>				
Revised cleaning and disinfecting procedure with consideration for: <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Outdoor play environments</li> <li>• Shared spaces (entry/halls/bathrooms)</li> <li>• Office spaces and equipment</li> </ul>				

Topic	Plan, Policy, or Procedure in Place	Shared with Staff (as needed)	Shared with Parents (as needed)	Comments
<ul style="list-style-type: none"> <li>• Toys</li> <li>• Bedding and Soft Materials</li> </ul>				
Materials cleaned and sanitized between use by different groups of children				
Other:				
<b>Food Preparation and Meals</b>				
In-classroom meals				
Food preparation and serving by staff (who are not the same as diapering staff)				
Physical distancing of children while seated for meals				
Promoting social interactions and connections despite physical distancing				
Other:				
<b>Responding to Illness</b>				
Cleaning and disinfecting after sick child or staff member has departed				
Response plan in the event of a confirmed COVID-19 diagnosis with consideration for: <ul style="list-style-type: none"> <li>• Cleaning and disinfecting</li> <li>• Short-term room or facility closure</li> <li>• Communication and coordination with local health department</li> </ul>				
Other:				
<b>Supporting Children</b>				
Group forming/re-forming				

Topic	Plan, Policy, or Procedure in Place	Shared with Staff (as needed)	Shared with Parents (as needed)	Comments
Discussing COVID-19				
Rules and routines				
Other:				
<b>Family Engagement</b>				
Outreach strategies for family partnerships and goal setting				
Engaging families in child development				
Parenting Education Curriculum				
Mental health supports				
Other:				
<b>Supporting Staff</b>				
Supervision approach				
Team connections				
Mental health supports				
Other:				

### Supply/PPE Considerations

