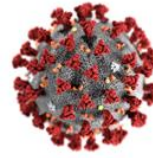


**POLICY:** [Apple Tree Learning Centers](#)



## **COVID-19 Program and Exposure Control Plan**

**PURPOSE:** The purpose of this program is twofold:

1. To continue to protect the health and safety of our work force and by extension their families, and the families and children at Apple Tree Learning Centers
2. To implement the **Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations** as required by the Vermont Department of Health, Centers for Disease Control and Prevention (CDC) Guidelines, Vermont Occupational Safety and Health Administration (VOSHA) and The Vermont Agency for Commerce and Community Development. Using the measures provided by these agencies, our company will strive to protect the health of our employees. This program will document the measures we use to comply with the provided guidelines.

### **DEFINITIONS:**

**COVID-19** - COVID-19 is a respiratory disease spread from person to person. SARS-CoV-2 is the virus that causes COVID-19.

### **RESPONSIBILITIES:**

#### **Health Officer:**

Mandatory – All businesses must have a designated Health Officer for all shifts:

- Responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance.
- This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements

Our Health and Officer is Your Name the Person – or position for each shift /s

Nicole Walker Director

Sonja Raymond Owner

Denise O'Neill Assistant Director

**Administrative Person** – this may be the Health Officer:

**The Owner and Director** will be responsible for the administration of the following plan  
Including the following;

- Assess the hazards in this workplace (see Hierarchy of Controls in this document)
- Administer and update this program as necessary

- Regularly review guidance from Agency of Commerce and Community Development (ACCD) is updated
- Review the effectiveness of this program
- Participate in any investigation of employee complaints, failure to comply with company rules
- Provide effective training reference COVID-19 and the preventive measures the company has taken and that the employee must follow.

### **Lead Teachers/Other Directors/Assistant Directors**

- Ensure that all employees follow the protective measures outlined in this program.
- Enforce compliance with this program using the existing disciplinary structure of the company
- Ensure training for COVID-19 protections has been completed and documented in accordance to the ACCD guidance

### **Employees**

- Follow all rules and practices created by the company, including, but not necessarily limited to:
  - Participate in all trainings relative to COVID-19
  - Stay home if you are sick
  - Wash hands frequently
  - Practice Physical Distancing – 6 foot minimum from adults, not the children
  - Report to the Director or Owner if you feel sick, have a temperature, or you have had close contact with a person suspected of having COVID 19
  - Wear protective PPE as outlined by this company
  - Wear protective cloth mask as outlined by this company-**This is now required.**
  - Wear Eye protection while conducting Health checks

### **EXPOSURE DETERMINATION - General Information**

- ❖ This information is provided from the **VOSHA's Mandatory Health and Safety Requirements for all Business, Nonprofits & Government Operation as required by the Vermont Dept. of Health, CDC Guidelines and VOSHA**  
<https://labor.vermont.gov/VOSHA>
- ❖ Workers in some sectors have a high risk of occupational exposure to COVID-19, including in:
  - Healthcare and Laboratories –
  - Emergency response –
  - Mortuary services and other death care –
  - Airline operations –
  - Border protection and passenger screening –
  - Critical retail operations (e.g., grocery stores, pharmacies)
- ❖ Workers that are in a medium exposure risk are:

- Jobs that require frequent (i.e., more than a few minutes) and/or close (i.e., within 6 feet) contact with people who may be infected with SARS-CoV-2, but who are **not** known or suspected COVID-19 patients.

Examples include:

- Critical retail workers, such as those in pharmacies and grocery stores.
  - Transit workers, such as bus drivers, subway operators, and taxi drivers.
  - Workers in other transportation operations.
- ❖ Workers that are in a low exposure risk are:  
Jobs that do not require contact with people known to be or suspected of being infected with SARS-CoV-2, nor frequent close contact with (within 6 feet) of the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

## **EXPOSURE DETERMINATION Apple Tree Learning Centers**

The first step this company has taken is to conduct a hazard assessment to determine our risk level and exposure potential. The following was determined.

**All positions are considered Medium risk**

### **A. Workplace concerns:**

We have reviewed our tasks - the following practices have been evaluated:

1. Working Remotely - The State of Vermont Agency of Commerce and Community Development is requiring all business, nonprofit and government operations work remotely whenever possible – Unfortunately we are not considered an industry that is able to work remotely.
2. Meetings and trainings conducted via internet-we will not house staff meetings face to face until deemed safe or parent/guardian meetings
3. Parent Social events will not be held until deemed safe
4. Parents will not be allowed in our building until further notice

The practices that this company has eliminated and replaced with alternative methods are:

1. Staff meetings will be helped via zoom until deemed safe
2. All parent socials and events will not occur until deemed safe
3. All parent meetings/conversations needed longer than a minute or two will be via phone or video
4. Pick up and drop off locations are as follows:

**Infants:** use the ramp and drop off at the door

**Toddler One:** Use the back door that is in the classroom, drive around back and you will see a driveway that can be used and walk up the steps and knock on that door

**Toddler Two:** Use the main lobby and a teacher will be there from 715-930 to greet you and take temperature and bring your child to their classroom. A teacher will also be present 415-530 for pick up.

**Bridge:** Same as Toddler Two

**Preschool Three:** (Upstairs group) same procedure as Toddler Two

**Downstairs Preschool Three:** Drive around to the back of the building and use the back door that goes directly into your child's classroom.

**Preschool Four and Five:** Drive around back, Use the back entry and walk down to the glass door that is at the bottom of the stairs you typically walk down, come into the building and wait outside the main door, the teacher will greet you and take your child at the door

**After School/Summer Camp:** Use the main lobby and a teacher will be there from 715-930 to greet you and take temperature and bring your child to their classroom. A teacher will also be present 415-530 for pick up.

***We ask that parents wear facial coverings when dropping off and picking up your children.***

All programs: please use physical distance guidelines and do not crowd areas, you may have to wait until a family drops off to step into a space.

### **Environmental Concerns:**

We have reviewed our tasks - the following suggested controls have been evaluated:

1. Physical barriers to prevent spread; – i.e. no combining classrooms, parents not allowed in classrooms, staff may not go into other classrooms.
2. No enrichment programs or outside people allowed in space unless approved by director/owner
3. Employee to employee contact reduced by varied schedules that do not grant for combining of programs unless it's absolutely necessary.
4. Physical Distancing strategies and: classroom size and naptime
5. Air flow and ventilation need to be addressed

The Environment changes that this company has implemented are:

\*Schedules will be arranged in such a fashion where rooms are not required to combine unless absolutely necessary

\*All enrichment programs have been canceled until further notice

\*Employees are asked to stay in their own programs and not to walk freely around the building

\*If supplies are needed, radio the Director and we will get them for you

\*Director will use radio devices to communicate, in place of direct communication

\*Air exchange units will be on as needed and windows that can open will remain open if temperatures outside allow for that

\*Parents will be asked to not come into the building until further notice

\*Drop off and pick up plans will be drafted and shared with families and staff

\*Any one from the outside that needs to enter the building must wear a mask and have prior approval from the Director or Owner. No Visitors are allowed in the building without prior approval from the Director.

\*Conversations about a child's day are encouraged to be done by phone with parents or caregivers. Handwritten notes about a child's day are also recommended to support information sharing and Physical Distancing.

\*Children will be kept in small groups, not more than 25 in any given space (number may change

in accordance with the department of health) this number includes the adults in the classroom. This number is per group of children and classroom, regular ratios and group sizing still apply

- \*Whenever possible, the same childcare providers should remain with the same group of children.
- \*No large group activities. Physical Distancing practices should be in place which only means that different groups of children should not have contact with one another.
- \*Child care facilities can maintain operations with occupancy greater than 50 children as long as children are separated into classrooms as above and do not share common spaces at the same time. (Playgrounds, eating areas etc.)
- \*At nap time, place resting children head to toe in order to further reduce the potential for viral spread. Programs with sufficient space should place children 6 feet apart at naptime as much as possible.
- \*There will be no outside visitors and volunteers with the exception of employees or contracted service providers for the purpose of special education or required support services, as authorized by the school or district.

To the greatest extent possible, windows should be open to allow for good ventilation and air flow. Please note that the air temperature required by VT State licensing must also be adhered to.

### **Administrative Controls**

It is believed that Administrative Controls / Work Practice Controls can be very effective in preventing the spread of COVID-19. We have reviewed our tasks and the following Administrative Controls have been evaluated:

1. Training
2. Behavior Modification - Physical Distancing of 6 feet apart. From adults only, not children
  - a. Personal Cleanliness: Hand washing
  - b. Require employees to wipe down their area after use
3. Work Surface Cleanliness
  - a. Wipe down surfaces such as door push bars, faucets, railings, time clock, chairs in break rooms, and other areas that customers, visitors, or workers frequently touch.
4. Employee self-monitoring - stay home if feeling ill
5. Temperature testing of staff and students prior to entering classroom
6. No field trips or bus rides until further notices
7. Implement a safe process to receive supplies and deliveries.
8. Sanitize playgrounds daily
9. Deep sanitation nightly
10. Continued Blogs, daily emails, Facebook parent pages for each classroom to maintain communication with families

The Administrative Controls that this company has implemented are:

1. Staff must use provided disinfectant to spray down toilets/sinks after each groups use
2. Staff must use provided disinfectant to spray down counters, faucets, door knobs and any frequently touched spaces as needed throughout the day, some after each groups use and others at least once per day
3. Anyone entering the building must wash hands for 20 seconds prior to entering a

- classroom setting or touching anything, including clocking in
4. Staff and children will be required to have their temperature taken prior to entering their classroom and complete a health check.
  5. No sick child or staff member are allowed in building
  6. 6 foot Physical Distancing from other adults is required, however we will not be Physical Distancing from the children in a sense (with our physical bodies) refer to state guidance on physical distancing for children and what that looks like.
  7. Field trips are put on hold until further notice
  8. Delivery and mail service personnel are not granted access to the indoor space
  9. Our nightly cleaner will sanitize the playgrounds each day, staff will be asked to do this before the next group of children enters.
  10. Our nightly clearly will do a deep sanitization nightly, a larger sanitizing device has been purchased and is already in use nightly.
  11. Teachers will continue online communication, via emails or Facebook etc... To keep in direct contact with the parents about the overall day and activities etc. Any personally and private conversations will happen over the phone or directly in person with a 6 foot distance and masks may be worn (this may have to be scheduled in advance for staff coverage purposes)

#### **D. Personal Protective Equipment**

**General Information:** what is and what is not considered PPE

Things that are PPE;

Gloves: various gloves protect against varying hazards, most commonly, Nitrile or latex gloves are used to protect against any bodily fluids as they always have been

Face Mask - Cloth – Often homemade, but not considered PPE, have been determined to be helpful in protecting others from coughing, sneezing or spraying droplets when talking.

Protective Eye Wear-is to be worn only while conducting health checks.

It is required that all staff wear cloth face coverings while providing care. CDC Requires cloth face coverings in settings where other Physical Distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Adults doing drop-off and pick-up are also encouraged to wear cloth face coverings. Instructions for wearing and making cloth face coverings can be found on the CDC website.

Apple tree has ordered 40 facial coverings and will give one per staff member. You may need to purchase some of your own so you have replacements and extras as needed. We also have disposable one's arriving as well

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## **Mandatory Requirements**

**The following are mandatory requirements:**

**Mandatory** – Employees and children must wash hands upon entering the building and as required per our regulations. Staff must also wash their hands prior to clocking in or out.

1. All children, staff, and volunteers should engage in hand hygiene at the following times:
  - o Arrival to the facility
  - o After staff breaks
  - o Before and after preparing food or drinks
  - o Before and after eating or handling food, or feeding children
  - o Before and after administering medication or medical ointment
  - o After diapering
  - o After using the toilet or helping a child use the bathroom
  - o After coming in contact with bodily fluid
  - o After handling animals or cleaning up animal waste
  - o After playing outdoors
  - o After playing with sand
  - o After handling garbage
  - o After cleaning
2. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. If possible, have plenty of hand lotion to support healthy skin.
3. Supervise children when they use hand sanitizer to prevent ingestion.
4. Assist children with handwashing, including infants who cannot wash hands alone.
5. After assisting children with handwashing, staff should also wash their hands.
6. Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.
7. Sanitizer is also provided and available all throughout the building and should be used when hand washing is not available.

The person responsible researching and accomplishing this is: The Director, Owner or Assistant Director

**Mandatory Requirement** - All employees must observe strict Physical Distancing of 6 feet from adults, not children, while on the job, unless noted, and should refrain from touching their faces. Staff must read, understand and follow the guidelines on what physical distancing looks like with the children, as it's different from adults.

No congregation of employees is allowed. All common areas, unless accepted below, such as

break rooms and cafeterias, but excluding restrooms, are closed.

\*The break room will be closed until further notice

\*Teachers may not go from room to room throughout the day; they must stay in their own classroom to help prevent the spread of any potential illnesses

\*Staff should keep any food items they need for themselves or their classroom in their classroom's refrigerator not on the main kitchen refrigerator

\*The director will use radio devices to communicate rather than direct contact. It is expected that all staff will have a walkie talkie on them at all times

\*When supplies are needed teachers will radio the director, supplies will be collected and delivered to your rooms. Please allow as much advance notice as possible for this as the director may be busy and unable to grab supplies at a moment's notice

\*families will not be allowed in classrooms, drop off and pick up procedures will vary depending on classroom locations and require 6 foot distance to the best of our ability, infants and toddlers may require closer contact in order to pass off supplies and infants.

\*Staff working with infants and toddlers needs to bring in a change of clothes in case they are drooled on or have any other bodily fluid on their clothing.

The person responsible researching and accomplishing this is: The Director, Owner, or Assistant Director

### **Mandatory Requirement Break Room**

If possible, access to common areas, break or lunch rooms should be closed or controlled.

If the nature of an employer's work, or the work area does not allow employees to safely consume meals in the workspace an employer may designate a common area or room where meals may be safely consumed provided all conditions are met.

The employer shall limit occupancy of designated common area or room so that occupants maintain strict Physical Distancing of no less than 6 feet per individual. The employer shall enforce the occupancy limit. • Hand washing facilities and/or hand sanitizer shall be immediately available at entrances of designated common areas or rooms. • Employees shall be required to wipe down their area prior to leaving -or there shall be cleaning of the area at regular intervals throughout the day. • At the entrances of the designated common area or room the employer shall clearly post the policy limiting the occupancy of the space, and the minimum Physical Distancing, hand washing/hand sanitizing and space cleaning requirements

1. We have closed our break room until further notice to avoid potential gatherings, and the space will be used as a classroom

2. The main kitchen area is used for clocking in and out for staff shifts, copying, coffee, cooking supplies, etc. This area will remain open, but the following procedures are required for use of this space:

a. Physical Distancing should be maintained. Staff should wear a mask at all times while in this space

b. disinfectant wipes will be available in the kitchen and should be used to disinfect the copier after each use, the timeclock after each use, door handles, knobs, and surfaces after each use.

c. No more than 2 staff in the kitchen area at any given time.



d. Staff must wash their hands upon entering the kitchen area and before they leave the kitchen area.

The person responsible researching and accomplishing this is: The Director, Owner and Assistant Director

**Mandatory Requirements** - When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.

We will be beholden to numbers based on state requirements. We are seeking other spaces, and plan on using our After School space and our staff break room for new spaces for the children so we have smaller group sizes and people occupying a single space.

We will do our best with opening windows and doors to promote air flow, however keep in mind we need to be in licensing requirements and assure the safety of these children at all times, not all spaces have windows that are safe to open and we are not able to leave doors open per licensing. We also have to keep the rooms at 65 degrees and 68 in the infant room, therefore leaving doors and windows open all day is not an option as we would not be meeting that state requirement on cold days.

The person responsible researching and accomplishing this is: The Director, Owner or Assistant Director

**Mandatory Requirements** - No more than 2 people shall occupy one vehicle when conducting work, and shall wear face coverings when riding together

We have canceled all field trips until further notice. Summer camp is first in line to return to field trips and more information and guidance will be provided as soon as possible

The person responsible researching and accomplishing this is: The Director, Owner, and Assistant Director

**Mandatory Requirements** - Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.

This is required for adults, not children.

The person responsible researching and accomplishing this is: The Director, Owner, and Assistant Director

**Mandatory Requirements** - All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected at the beginning, middle and end of each shift and, when possible, prior to transfer from one person to another. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

We have accomplished this by the following housekeeping procedures.

Supplies: List where, what, check availability (Our nightly cleaner will ensure our supplies are in stock. They will be located in the staff bathroom downstairs.

Outside Vendor: WB Mason

Schedule: The cleaner will clean each evening and focus on all of the listed areas very carefully. The opener shall spray all frequently touched areas upon arrival. Mid-day a teacher will be assigned to spray down all frequently touched areas. Bathrooms shall be sprayed after each use. Kitchens shall be sprayed down upon use.

Caring for Our Children sets national policy for cleaning, sanitizing and disinfection of educational facilities for children.

1. Programs and schools should engage in frequent thorough cleaning each day. Childcare programs shall follow regulations regarding cleaning, sanitizing and disinfecting. Schools shall follow routine cleaning and disinfecting practices. Clean and disinfect frequently touched objects and surfaces such as:

- o All surfaces especially where children eat
  - o Bathrooms
  - o Frequently used equipment including electronic devices
  - o Door handles and handrails
- UPDATED Health Guidance for Emergency Programs Providing Childcare for Page 7 of 9 Essential Persons (Revised: April 5, 2020)
- o Items children place in their mouths, including toys
  - o Playground equipment to the best of your ability

2. Toys that cannot be cleaned and sanitized should not be used, including items such as soft toys, dress-up clothes, and puppets.

3. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Per childcare licensing regulations, children's bedding is required to be stored separately. This may be in individually labeled bins, cubbies or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

4. Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures. Caring for Our Children sets national policy for cleaning, sanitizing and disinfection of educational facilities for children.

The person responsible researching and accomplishing this is: Director, Owner or Assistant Director

**Mandatory Requirements** - Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and hand washing or hand sanitation is required frequently including before entering, and leaving, job sites.

All staff and persons entering the building must follow all of the same handwashing procedures

all we always have. Staff must hold parents and each other accountable and ensure we have all washed hands as appropriate. Hand sanitizer will be made available throughout the building and playgrounds to use when hand washing is not accessible. See page 7 for further handwashing requirements.

The person responsible researching and accomplishing this is: Director, Owner, Assistant Director

**Mandatory Requirements** – No items should be brought in from home to share, unless it's a sleeping item for an individual child

We do not allow families to bring in items from home, unless it's needed for sleep. Bags are provided for each child and all items will be kept in that bag and only brought out for rest and only used for that child. As soon as rest is over that item is to be placed directly back in that bag. Items should remain at school if at all possible; we can wash for the following week.

The person responsible researching and accomplishing this is: Director, Owner or Assistant Director

**Mandatory** - Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.

We have signs posted at our various entrances and throughout the center. They will update them as required.

The person responsible researching and accomplishing this is: Director, Owner and Assistant Director

To the extent feasible, prior to the commencement of each work shift, prescreening or survey, including temperature checks shall be required to verify each employee has no symptoms of COVID-19. Symptoms include;

- Cough
- Shortness of breath or difficulty breathing, anyone with asthma that is not well controlled is excluded.

*Or at least two of these symptoms:*

- Fever(100.0°F) must be fever free for 72 hours without fever reducer
- Prior to the commencement of each work shift, pre-screening, including temperature checks and health surveys shall be required to verify each employee and child has no symptoms of respiratory illness (fever, cough, and/or shortness of breath). At the present time non-contact thermometers are in short supplies; however employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks.
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

We have ordered two non-touch thermometers, and connected with Licensing to have 6 more delivered to us. We have other types of thermometers in stock, and will be checking temperatures for all staff and children upon entering the building. The early staff members will be required to check all their children on that given day. The Director, Owner and or Assistant Director will check staff temperature prior to starting for your shift. Staff should arrive early to have their temperature taken so they are ready for the start of their shift and or have time to wait with their child (if applicable) while staff completes a health check. Parents may not leave their child until the temperature and health check is complete.

### **Health screening: should occur upon entrance and near a sink**

Wear gloves, and they must be changed after each child

Wear facial coverings

Ask the following questions:

- 1.) Has your child been in close contact with a person with COVID-19?
- 2.) Has your child felt unwell with respiratory symptoms in the last few days? For Example, have they had a cough, high temperature, shortness of breath, or difficulty breathing?

Screen each child for cough or shortness of breath. Make visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.

The person responsible researching and accomplishing this is: Director, Owner or Assistant Director

**Mandatory** - Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath). • Non-symptomatic COVID-19 positive workers are not allowed on site and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

We do not allow for sick staff or children to remain at school on any given day. Anyone who tests positive will not be allowed at work for 14 days upon feeling better and testing negative.

The person responsible for researching and accomplishing this is: Director, Owner or Assistant Director

**Mandatory** - No more than 25 people on a playground at time, including teachers

Staff will have to create playground schedules that do not allow for more than 25 persons per playground at any given time. Stowe Rec path is to be used during times when the playground is not available. Staff will have to coordinate outside playground together and come up with schedules that work for them. Sanitizing the playgrounds after each group is required and devices to help with that have been purchased.

The person responsible researching and accomplishing this is: Director, Owner or Assistant Director

**Mandatory**- Dress Up clothes and snuggles in classrooms and soft toys will not be allowed until further notice

Staff will remove all dress up clothes, snuggles and soft toys. Parents will keep all necessary belongings at school and only take home items that are critical to bring back and forth. All snuggle and sleep items will be kept in bags specific to that child and only brought out at rest time and returned to the bag instantly and not to be shared with any other student.

The person responsible researching and accomplishing this is: Director, Owner or Assistant Director and all Lead Teachers

### **Employee Training**

All employees, including those already working must complete training by May 4, 2020.

VOSHA has provided a PowerPoint to assist with this endeavor.

<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

Describe what training you have provided: The VOSHA COVID-19 training will be required prior to anyone returning to work.

### **Training Documentation:**

Documentation must include the name of the employee, date of training, summary of training and the name of the trainer/s. We maintain our training records for at least (3) years or for the duration of the employment, whichever is longer.

- a. Training records required by the VOSHA standard are made available to employees, employee representatives, or to VOSHA representatives for examination and copying.

### **Recording Workplace to COVID-19 Illnesses in the Workplace**

- a. OSHA recordkeeping requirements (29 CFR Part 1904) mandate covered employer record certain injuries and illnesses on the OSHA 300 log.
- b. COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if all of the following are true:
  1. The case is a confirmed case of COVID-19 (see CDC information on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19):
  2. The Case is work-related (as defined by 29 CFR 1904.5) and
  3. The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g. medical treatment beyond first aid, days away from work).

Additional information can be found at OSHA's Enforcement Guidance for Recording Case of COVID-19.

### **Medical Records**

- a. Medical records shall be maintained for at least the duration of employment plus 30

years.

- b. If Apple [Tree Learning Centers](#) ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director of NIOSH, US Department of Health and Human Services, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three month period.

**Mandatory documents to be read and understood by all staff**

All staff must read and understand the following document that is on the Child Development Division's website.

<https://www.healthvermont.gov/sites/default/files/documents/pdf/HealthGuidanceforEmergencyProgramsProvidingChildcareforEssentialPersons.pdf>

This manual is required to be read and understood in total. We will be asking all staff to sign a document stating that they have read and understand this document as well as the above health guidance for emergency programs providing childcare for essential persons.

Issue Date: May 18th 2020

Reissue Date:

Signature of Safety Monitor: Nicole Walker

Signature of Company Exec. Sonja Raymond

## **TRAINING PROGRAM Attachment 1**

Our Training Program includes the following elements (at a minimum)

An explanation of the modes of transmission of COVID-19

A general explanation of the symptoms of COVID -19

An explanation of the modes of transmission of COVID -19

An explanation of Apple Tree Learning Centers exposure Control Plan and the means by which employees can get a copy of the plan

Instruction on how to properly put on and take off gloves, N95's and cloth masks

An explanation on the basis for the selection of PPE

Information of how to contact someone if the employee has a temperature or does not feel well

What to do if the employee traveled to high risk areas or have been exposed to possible COVID-19 cases

Hand washing techniques

Cleaning schedules

Pre-screening before work

**References: Note – requirements are continually changing. This document was prepared 5/1/2020. Changes will occur that are not reflected in this document.**

<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

<https://labor.vermont.gov/VOSHA>

<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.healthvermont.gov/sites/default/files/documents/pdf/HealthGuidanceforEmergencyProgramsProvidingChildcareforEssentialPersons.pdf>