

Montessori School of Wooster  
Pandemic Childcare  
Supplemental Handbook

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## License to Operate



### Department of Job and Family Services

Mike DeWine, Governor  
Kimberly Hall, Director

April 16, 2020

Montessori School of Wooster  
1170 Akron Rd  
Wooster, OH 44691

Program Number: 1000018714

Dear Program Owner/Administrator:

The licensing application for Montessori School of Wooster, 1170 Akron Rd, Wooster, OH 44691, has been approved to operate as a temporary pandemic child care center. This is a short-term license to provide child care services to children whose parents are employed providing health, safety and other essential services as determined by the Ohio Department of Job and Family Services (ODJFS). ODJFS may issue a temporary pandemic child care license if the Governor of Ohio declares a state of emergency and directs ODJFS to issue this license type.

The temporary pandemic license for this program has been approved as of the date of this letter with the following capacity:

Approved temporary total capacity	220
Approved temporary capacity under 2 ½ years of age	0

If the above capacity is lower than the capacity you've requested, please contact your licensing supervisor for further review. Per the Governor's order, there shall be no more than six children in a space at one time.

Attached is a spreadsheet that must be completed for every child you enrolled. Spreadsheets along with enrollment forms and verifications of the parent's employment as a health, safety or essential services should be e-mailed to [PandemicChildCare@jfs.ohio.gov](mailto:PandemicChildCare@jfs.ohio.gov).

During the time your program is approved for a temporary pandemic license, all requirements outlined in rule 5101:2-12-02.1 of the Ohio Administrative Code shall be followed. Additionally, ODJFS may complete an inspection or request documentation at any time to verify compliance with the pandemic child care center requirements.

The approved temporary pandemic license is valid until the Governor rescinds the state of emergency. When the Governor has rescinded the state of emergency and if the center was a previously licensed child care center before becoming a pandemic center, the center shall resume following all the child care center licensing requirements as outlined in chapter 5101:2-12 of the Ohio Administrative Code. Should you choose to close your temporary pandemic license with no effect on your regular child care license, email [ODJFS\\_CHILD CARE@jfs.ohio.gov](mailto:ODJFS_CHILD CARE@jfs.ohio.gov) with your program name, address, and the closure date of your temporary pandemic license.

30 East Broad Street  
Columbus, OH 43215  
[jfs.ohio.gov](http://jfs.ohio.gov)

This institution is an equal opportunity provider and employer.

## General Guidelines

- On-site childcare is restricted to essential employee families as outlined by the Stay at Home Order or any documents that supersede it. This document is included in this document
  - Parents will be required to complete an application form to verify this eligibility. The application form is included in this document also.
  - Minimum age is 30 months – 2 ½ years of age
- Families eligible for PFCC are currently eligible for services without co-payments.
- Private pay families will be billed weekly according to summer camp fees or will attend at no charge during the same hours they are contracted for on-site school services. Aftercare hours will be billed according to the difference in these fees or aftercare rates. Parents will pay the lesser of these two fees during the pandemic.
- There should be no more than six children in a class/room.
- Ratios must be kept at one teacher to no more than six children.
- Whenever possible, children whose parents have the same employer should be kept together.
- Whenever possible, classes/rooms should include the same group each day, and the same childcare providers should remain with the same group each day.
- There should be limited use of shared space or mixing of groups.
  - If shared space is used, a rigorous cleaning schedule must be in place.
- Parent interaction should be limited at drop off and pickup.
  - See wellness check plan for more details
- Educational services will be maintained on-line with blended on-site options provided when possible. We will utilize our Montessori materials when possible to keep students actively engaged.
- Cleaning and disinfection efforts are intensified according to the standards established by Caring for Our Children. CFOC sets national policy for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized. Other hard surfaces, including diaper changing stations, doorknobs, and floors can be disinfected. Specific guidance from the Centers for Disease Control and Prevention (CDC) on general disinfection procedures and on sanitizing toys and bedding were provided and included in this document.
- We are not permitted to admit children, parents, staff, and others who have a fever or signs of illness (including cough or shortness of breath). Parents must be on the alert for signs of illness in their children and to keep them home when they are sick.
- We will screen children upon arrival. The CDC provided three options for screening. We are following the remote screening option that is included in this document.
- If any children or staff have signs and symptoms, we will separate them from others and send them home as soon as possible.
- The CDC has provided additional guidelines for cleaning after an illness in the room.
- If a child or staff member is confirmed to have COVID-19, we will immediately notify the health department, which will help determine a course of action, including how long the facility should be closed for a public health assessment and cleaning and disinfecting. Students and most staff will likely be dismissed for two to five days and possibly longer if needed to stop or slow further spread of COVID-19.

## Wellness Checks and Morning Drop-Off

- Each childcare classroom will establish a wellness check area outside of the building. i.e. Multipurpose area pod will screen from porch, Seling Toddler area will screen from side porch, kitchen/middle school pod will screen from the toddler playground.
- Parents will notify the staff of their arrival at school though the system described at your orientation.
- Parents/guardians will take their child's temperature upon their arrival. Staff will stand at least 6 feet away from the parent/guardian and child.
- Staff will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Any child with a fever or presenting with any signs of illness will not be accepted into the program.
- Wellness check information will be recorded in Montessori Compass Trackers.

You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet from parents during drop-off and pick-up times.

## Periodic Wellness Checks

These will be done at least three additional times during the day. Mid-morning – Lunch – Mid-Afternoon

- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
  - Perform hand hygiene (washing and gloves)
  - Take temperatures
  - Wash your hands with soap and water for 20 seconds.
  - Record wellness check information in Montessori trackers
- Report any concerns to parents and Head of School and isolate children as necessary.

## Daily Cleaning Procedure

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
<b>Food Areas</b>						
• Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a sanitizer safe for food contact
• Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
• Tables & highchair trays	Clean, Sanitize	Clean, Sanitize				
• Countertops		Clean	Clean, Sanitize			Use a sanitizer safe for food contact
• Food preparation appliances		Clean	Clean, Sanitize			
• Mixed use tables	Clean, Sanitize					Before serving food
• Refrigerator					Clean	
<b>Child Care Areas</b>						
• Plastic mouthed toys		Clean	Clean, Sanitize			
• Pacifiers		Clean	Clean, Sanitize			Reserve for use by only one child; Use dishwasher or boil for one minute
• Hats			Clean			Clean after each use if head lice present
• Door & cabinet handles			Clean, Disinfect			

• Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
• Machine washable cloth toys				Clean		Laundry
• Dress-up clothes				Clean		Laundry
• Play activity centers				Clean		
• Drinking Fountains			Clean, Disinfect			
• Computer keyboards		Clean, Sanitize				Use sanitizing wipes, do not use spray
• Phone receivers			Clean			
<b>Toilet &amp; Diapering Areas</b>						
• Changing tables		Clean, Disinfect				Clean with detergent, rinse, disinfect
• Potty chairs		Clean, Disinfect				
• Handwashing sinks & faucets			Clean, Disinfect			
• Countertops			Clean, Disinfect			
• Toilets			Clean, Disinfect			
• Diaper pails			Clean, Disinfect			
• Floors			Clean, Disinfect			Damp mop with a floor cleaner/ disinfectant
<b>Sleeping Areas</b>						
• Bed sheets & pillow cases				Clean		Clean before use by another child
• Cribs, cots, & mats				Clean		Clean before use by another child
• Blankets					Clean	

## Cleaning and disinfecting the facility

# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



05/10/20 04/01/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

### Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



### Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



### Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



### When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

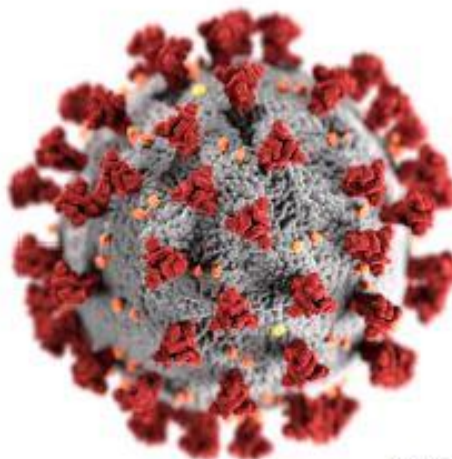
### Additional Considerations for Employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).



### For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



# Pandemic Childcare Operating Rules

5101:2-12-02.1

## Temporary Pandemic Child Care Center License.

### (A) What is a temporary license for pandemic child care?

A temporary license for pandemic child care is a license/certification issued to a certified in-home aide, licensed type a family day-care home, license type b family day-care home or new temporary child care pandemic center on a short-term basis to provide child care as defined in section 5104.01 of the Revised Code as issued by the Ohio department of job and family services.

### (B) What is a temporary pandemic child care center license?

A temporary pandemic child care center license is a short-term license to provide child care services to children whose parents are employed providing health, safety and other essential services as defined by the director of the Ohio department of job and family services in consultation with the director of the Ohio emergency management agency.

### (C) When may ODJFS issue a temporary pandemic child care license?

ODJFS may issue a temporary pandemic child care license if the governor of Ohio declares a state of emergency and directs ODJFS to issue this license type.

### (D) How do programs apply for a temporary pandemic child care license?

- (1) The child care center shall submit the JFS 01258 "Application for Temporary Pandemic Program" to ODJFS.
- (2) If the program is not currently operating as a licensed child care center, it shall also comply with a pre-licensing inspection.
- (3) If the program is currently operating a licensed child care center, a pre-licensing inspection shall not be required.

### (E) What are the licensing requirements for a pandemic child care center?

The pandemic child care center shall meet the following requirements. The other requirements in this chapter shall not apply during the temporary license period.

- (1) The pandemic center shall have a building certificate of occupancy and fire inspection for the space being utilized for child care.
- (2) There shall be at least thirty-five square feet of usable wall-to-wall indoor floor space for each child the center is licensed to serve.

- (3) All employees and child care staff members (including the owner and administrator) shall submit a request for background checks and fingerprints pursuant to rule 5101:2-12-09 of the Administrative Code within seven calendar days of the individual's date of hire or assignment. Child care staff may be used in ratio but shall not be left alone with children until the JFS 01176 "Program Notification of Background Check Review for Child Care" or the written notification from ODJFS is received by the pandemic child care center.
- (4) There shall be at least one child care staff member on-site during all hours of operation who is currently trained in cardiopulmonary resuscitation (CPR) appropriate for all age groups that the center is licensed to serve. The training shall meet the requirements in appendix A to rule 5101:2-12-10 of the Administrative Code.
- (5) The pandemic center shall ensure that following staff child ratios and maximum group size limitations are maintained at all times:

  - (a) One child care staff member per four infants with no more than six children in the room.
  - (b) One child care staff member per six children older than infants with no more than six children in the room.
- (6) Child care staff members shall not leave a child unsupervised. Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.
- (7) The child care staff members shall ensure all children in care are within sight and hearing of child care staff members at all times. Within sight and hearing means without the use of mechanical devices such as baby monitors, video cameras or walkie talkies. The use of mirrors to view children in another room does not meet the supervision requirements of this rule.
- (8) Each child care staff member shall use only the allowable discipline techniques in appendix A to rule 5101:2-12-19 of the Administrative Code.
- (9) If the owner, administrator, employee or child care staff member suspects that a child has been abused or neglected, he or she shall immediately notify the public children services agency (PCSA).
- (10) Each child enrolled for care shall have a completed JFS 01234 "Child Enrollment and Health Information for Child Care" and a completed JFS 01259 "Pandemic Child Care Program Child Enrollment Addendum" on file by the child's first day of attendance at the center.
- (11) The pandemic child care center shall have a written attendance record that tracks in and out times for each child each day. The record shall include the child's name and date of birth.

- (12) The pandemic child care center shall provide opportunities for both quiet and active play suitable to the developmental levels and abilities of each child in care.
- (13) Children in care shall be protected from any items and conditions which threaten their health, safety, and well being, including but not limited to: stoves, bodies of water, window covering pull cords, telephone cords, electrical cords, extension cords, lead hazards, asbestos, wells, traffic, employee's personal belongings and other environmental hazards and dangerous situations.
- (14) The pandemic child care center shall follow the cleaning and sanitizing chart in appendix A to rule 5101:2-12-13 of the Administrative Code and the handwashing requirements in appendix B to rule 5101:2-12-13 of the Administrative Code.
- (15) Children are not permitted to rest, nap, or sleep on the floor without a cot or mat. Cots and mats shall meet the requirements described in rule 5101:2-12-20 of the Administrative Code.
- (16) All infants shall rest and nap in a crib. Cribs shall meet the following requirements:
- (a) Any crib manufactured before June 28, 2011 shall have a certificate of compliance (COC) on file. The center may have to contact the manufacturer of the crib to receive a COC if they do not request one from the retailer when they purchase the crib
  - (b) Cribs with a documented manufacture date after June 28, 2011 have to meet the new federal standards to be sold, so they do not require a COC. The date of manufacture shall be attached to the crib.
  - (c) Cribs shall be used according to manufacturer's instructions.
- (17) Parents/caregivers shall provide written permission and instructions (if different than the label) when the center shall administer prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication.
- (18) The pandemic child care center shall not provide transportation nor swimming activities in water deeper than eighteen inches to any child without prior approval from ODJFS.
- (19) The pandemic child care center shall immediately notify ODJFS in writing if any of the following occur to a child while in the care for the pandemic child care center:
- (a) A child dies.
  - (b) A child receives a bump or blow to the head that requires first aid or medical attention.
  - (c) An incident, injury, or illness requires a child to be removed by the parent or emergency services from the program for medical treatment, professional consultation or transportation for emergency treatment.
  - (d) Abuse of a child is substantiated by a public children services agency.

(F) How long is a temporary pandemic child care license valid?

The temporary pandemic child care license is valid until the governor of Ohio rescinds the executive order.

(G) What happens when the executive order is rescinded by the governor of Ohio?

(1) If the center was licensed as a child care center before becoming a pandemic child care center, the center shall resume following all of the child care center licensing requirements of this chapter.

(2) If the center was not previously licensed as a child care center, it shall do one of the following within ten calendar days of the rescission of the executive order:

(a) Notify ODJFS in writing that the center will voluntarily close not later than ten days after the rescission of the executive order.

(b) Submit an application for a child care center license pursuant to rule 5101:2-12-02 of the Administrative Code.

(3) If the pandemic child care center does not voluntarily close or submit an application within 10 calendar days, ODJFS will revoke the temporary license.

(H) A denial of an application for a license for a pandemic child care center and the revocation of a temporary license for a pandemic child care centers are not subject to appeal rights pursuant to Chapter 119. of the Revised Code.

(I) How will the pandemic child care center be paid?

The pandemic child care center will be paid through an agreement with ODJFS for care provided to children determined eligible for publicly funded child care pursuant to Chapter 5101:2-16 of the Administrative Code



# Ohio Stay at Home Order

## Re: Amended Director's Order that All Persons Stay at Home Unless Engaged in Essential Work or Activity

I, Amy Acton, MD, MPH, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" Order the following to prevent the spread of COVID-19 into the State of Ohio:

1. Stay at home or place of residence. With exceptions as outlined below, all individuals currently living within the State of Ohio are ordered to stay at home or at their place of residence except as allowed in this Order. To the extent individuals are using shared or outdoor spaces when outside their residence, they must at all times and as much as reasonably possible, maintain social distancing of at least six feet from any other person, with the exception of family or household members, consistent with the Social Distancing Requirements set forth in this Order. All persons may leave their homes or place of residence only for Essential Activities, Essential Governmental Functions, or to participate in Essential Businesses and Operations, all as defined below.

Individuals experiencing homelessness are exempt from this Order, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to use in their operation COVID-19 risk mitigation practices recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health (ODH)). This order does not apply to incarcerated individuals, they are to follow the guidance of the facility in which they are confined. Individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of this Order, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.

2. Non-essential business and operations must cease. All businesses and operations in the State, except Essential Businesses and Operations as defined below, are required to cease all activities within the State except Minimum Basic Operations, as defined below. For clarity, businesses, including home-based businesses, may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home) or where the business consists of a single person, so long as all safe workplace safety standards are met.

All Essential Businesses and Operations are encouraged to remain open. Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in this Order, including by maintaining six-foot social distancing for both employees and members of the public at all times, including, but not limited to, when any customers are standing in line.

3. Prohibited activities. All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes permitted by this Order. Any gathering of more than ten people is prohibited unless exempted by this Order. This is in accordance with President Trump's coronavirus guidelines issued March 16, 2020. Nothing in this Order prohibits the gathering of members of a household or residence.

All places of public amusement, whether indoors or outdoors, including, but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theater's, concert and music halls, and country clubs or social clubs shall be closed. Recreational sports tournaments, organized recreational sports leagues, residential and day camps shall be prohibited. Swimming pools, whether public or \_private, shall

be closed, unless it is a swimming pool for a single household. Campgrounds shall be closed, except that persons residing in recreational vehicles ("RVs") at campgrounds who genuinely have no other viable place of residence may remain in the campground. This campground closure also excludes cabins, mobile homes, 01' other fixed structure, meant for a single family in situations where no other viable place of residence exists. Such persons should comply with all applicable guidance from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health regarding social distancing.

4. Prohibited and permitted travel. Only Essential Travel and Essential Activities as defined herein, are permitted. People riding on public transit must comply with Social Distancing Requirements to the greatest extent feasible. This Order allows travel into or out of the State to maintain Essential Businesses and Operations and Minimum Basic Operations. However, persons entering the State with the intent to stay are asked to self-quarantine for fourteen days. For purposes of clarity this does not apply to persons who as part of their normal life live in one state and work or gain essential services in another state. Persons who have tested positive for COVID-19, are presumptively diagnosed with COVID-19 or are exhibiting the symptoms identified in the screening guidance available from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health shall not enter the State, unless they are doing so under medical orders for the purposes of medical care, are being transported by Emergency Medical Services (EMS), are driving or being driven directly to a medical provider for purposes of initial care, or are a permanent resident of the State.
5. Leaving the home for Essential Activities is permitted. For purposes of this Order, individuals may leave their residence only to perform any of the following Essential Activities:
  - a. For health and safety. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members or persons who are unable or should not leave their home (including, but not limited to, pets), such as, by way of example only and without limitation, seeking emergency services, obtaining medical supplies or medication, or visiting a health care professional.
  - b. For necessary supplies and services. To obtain necessary services or supplies for themselves and their family or household members or persons who are unable or should not leave their home, or to deliver those services or supplies to others, such as, by way of example only and without limitation, groceries and food, household consumer products, supplies they need to work from home, automobile and boat supplies (including showrooms, dealers, parts, supplies, repair, delivery of boats and vehicles, shipping, and maintenance), accessing self-storage facilities, and products necessary to maintain the safety, sanitation, and essential operation of residences.
  - c. For outdoor activity. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements, as defined below, such as, by way of example and without limitation, walking, hiking, running, or biking. Individuals may go to public parks and open outdoor recreation areas. However, \_public access playgrounds may increase spread of COVID1 9, and therefore shall be closed.
  - d. For certain types of work To perform work providing essential products and services at Essential Businesses or Operations (which, as defined below, includes Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infra structure) or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
  - e. To take care of others. To care for a family member, friend, or pet in another household, and to transport family members, friends, or pets as allowed by this Order. This includes attending weddings and funerals.
6. Elderly people and those who are vulnerable as a result of illness should take additional precautions. People at high risk of severe illness from COVID-19, including elderly people and those who are sick, are urged to stay in their residence to the extent possible except as necessary to seek medical care. Nothing in this Order prevents the

Department Health or local health departments from issuing and enforcing isolation and quarantine orders.



7. Healthcare and Public Health Operations. For purposes of this Order, individuals may leave their residence to work for or obtain services through Healthcare and Public Health Operations.

Healthcare and Public Health Operations includes, but is not limited to: hospitals; clinics; dental offices; pharmacies; public health entities, including those that compile, model, analyze and communicate public health information; pharmaceutical, pharmacy, medical device and equipment, and biotechnology companies (including operations, research and development, manufacture, and supply chain); organizations collecting blood, platelets, plasma, and other necessary materials; licensed medical marijuana dispensaries and licensed medical marijuana cultivation centers; obstetricians and gynecologists; eye care centers, including those that sell glasses and contact lenses; home healthcare services providers; mental health and substance use providers; other healthcare facilities and suppliers and providers of any related and/or ancillary healthcare services; and entities that transport and dispose of medical materials and remains.

Specifically included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

Healthcare and Public Health Operations also includes veterinary care and all healthcare services provided to animals.

Healthcare and Public Health Operations shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. Healthcare and Public Health Operations does not include fitness and exercise gyms, spas, salons, barber shops, tattoo parlors, and similar facilities.

8. Human Services Operations. For purposes of this Order, individuals may leave their residence to work for or obtain services at any Human Services Operations, including any provider funded by the Ohio Department of Aging, Department of Developmental Disabilities, Department of Health, Department of Job and Family Services, Department of Medicaid, Department of Mental

Health and Addiction Services, Opportunities for Ohioans with Disabilities, Department of Veterans Services, and Department of Youth Services that is providing services to the public and including state-operated, institutional, or community-based settings providing human services to the public.

Human Services Operations includes, but is not limited to: long-term care facilities; day care centers, day care homes, group day care homes; residential settings and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, and/or developmental disabilities, seniors, adults, and children; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, child care, vocational services, rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, and/or developmental disabilities, or otherwise needy individuals.

Human Services Operations shall be construed broadly to avoid any impacts to the delivery of human services, broadly defined.

9. Essential Infrastructure. For purposes of this, individuals may leave their residence to provide any services or perform any work necessary to offer, provision, operate, maintain and repair Essential Infrastructure.

Essential Infrastructure includes, but is not limited to: food production, distribution, fulfillment centers, storage facilities, marinas, and sale; construction (including, but not limited to, construction required in response to this

public health emergency, hospital construction, construction of long-term care facilities, public works construction, school construction, essential business construction, and housing construction); building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, and gas; electrical (including power generation, distribution, and production of raw materials); distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).

Essential Infrastructure shall be construed broadly to avoid any impacts to essential infrastructure, broadly defined.

10. Essential Governmental Functions. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, legislators, judges, court personnel, jurors and grand jurors, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support Essential Businesses and Operations are categorically exempt from this Order.

Essential Government Functions means all services provided by the State or any municipality, township, county, political subdivision, board, commission or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

This Order does not apply to the United States government. Nothing in this Order shall prohibit any individual from performing or accessing Essential Governmental Functions.

11. Businesses covered by this Order. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function it performs, or its corporate or entity structure.

12. Essential Businesses and Operations. For the purposes of this Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure, and the following:

- a. CISA List. On March 28, 2020, the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA), issued an updated Advisory Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response. The definition of Essential Businesses and Operations in this Order includes all the workers identified in that Memorandum or any updated versions of the Memorandum issued by CISA;
- b. Stores that sell groceries and medicine. Grocery stores, pharmacies, farmers' markets, farm and produce stands, supermarkets, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, prepared food, alcoholic and non-alcoholic beverages, any other household consumer products (such as cleaning and personal care products), and specifically includes their supply chain and administrative support operations. This includes stores that sell groceries, medicine, including medication not requiring a medical prescription, and also that sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences and Essential Businesses and Operations. Stores shall determine and enforce the maximum capacity of persons permitted in any store such that at all persons in a store at any one time may safely and comfortably maintain a six-foot distance from each other. Every store

shall prominently display at every entrance the maximum capacity number. Every store shall ensure that baskets, shopping carts and the like are properly cleaned between customers. If a line is present either inside or outside the store, a six-foot distance shall be maintained between those not residing in the same household;

- c. Food, beverage, and licensed marijuana production and agriculture. Food and beverage manufacturing, production, processing, and cultivation, including farming, livestock, fishing, baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; licensed medical marijuana use, medical marijuana dispensaries and licensed medical marijuana cultivation centers; and businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, rescues, shelters, kennels, and adoption facilities;
- d. Organizations that provide charitable and social services. Businesses and religious and secular nonprofit organizations, including food banks, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities;
- e. Religious entities. Religious facilities, entities and groups and religious gatherings, including weddings and funerals. Wedding receptions are subject to the ten-person limitation in Section 3 of this Order. Weddings and funerals are not subject to the ten-person limitation in Section 3 of this Order;
- f. Media. Newspapers, television, radio, and other media services;
- g. First amendment protected speech;
- h. Gas stations and businesses needed for transportation. Gas stations and auto supply, auto repair, farm equipment, construction equipment, boat repair, and related facilities and bicycle shops and related facilities;
- i. Financial and insurance institutions. Bank, currency exchanges, consumer lenders, including but not limited, to pawnbrokers, consumer installment lenders and sales finance lenders, credit unions, appraisers, title companies, financial markets, trading and futures exchanges, payday lenders, affiliates of financial institutions, entities that issue bonds, related financial institutions, and institutions selling financial products. Also insurance companies, underwriters, agents, brokers, and related insurance claims and agency services;
- j. Hardware and supply stores. Hardware stores, garden centers, nurseries, and businesses that sell electrical, plumbing, and heating material;
- k. Critical trades. Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, exterminators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses and Operations;
- l. Mail, post, shipping, logistics, delivery, and pick-up services. Post offices and other businesses that provide shipping and delivery services, and businesses that ship or deliver groceries, food, alcoholic and non-alcoholic beverages, goods, vehicles or services to end users or through commercial channels;
- m. Educational institutions. Educational institutions-including public and private pre-K-12 schools, colleges, and universities-for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible. This Order is consistent with and does not amend or supersede prior Orders regarding the closure of schools;
- n. Laundry services. Laundromats, dry cleaners, industrial laundry services, and laundry service providers;
- o. Restaurants for consumption off-premises. Restaurants and other facilities that prepare and serve food, but only for consumption off-premises, through such means as in-house delivery, third-party delivery, drive-

through, curbside pick-up, and carry-out. Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus's propensity to physically impact surfaces and personal property. This Order is consistent with and does not amend or supersede prior Orders regarding the closure of restaurants;

- p. Supplies to work from home. Businesses that sell, manufacture, or supply products needed for people to work from home;
  - q. Supplies for Essential Businesses and Operations. Businesses that sell, manufacture, or supply other Essential Businesses and Operations with the support or materials necessary to operate, including computers, audio and video electronics, printing services, household appliances; IT and telecommunication equipment; hardware, paint, flat glass; electrical, plumbing and heating material; sanitary equipment; personal hygiene products; food, food additives, ingredients and components; medical and orthopedic equipment; optics and photography equipment; diagnostics, food and beverages, chemicals, soaps and detergent; and firearm and ammunition suppliers and retailers for purposes of safety and security;
  - r. Transportation. Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, marinas, docks, boat storage, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Order;
  - s. Home-based care and services. Home-based care for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness, including caregivers such as nannies who may travel to the child's home to provide care, and other in-home services including meal delivery;
  - t. Residential facilities and shelters. Residential facilities and shelters for adults, seniors, children, pets, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness;
  - u. Professional services. Professional services, such as legal services, accounting services, insurance services, real estate services (including appraisal and title services);
  - v. Manufacture, distribution, and supply chain for critical products and industries. Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, as well as products used by other Essential Businesses and Operations;
  - w. Critical labor union functions. Labor Union essential activities including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Businesses and Operations - provided that these checks should be done by telephone or remotely where possible;
  - x. Hotels and motels. Hotels and motels, to the extent used for lodging and delivery or carry-out food services;
  - y. Funeral services. Funeral, mortuary, cremation, burial, cemetery, and related services.
13. Minimum Basic Operations. For the purposes of this Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

- a. The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions.
  - b. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
14. Essential Travel. For the purposes of this Order, Essential Travel includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section.
- a. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.
  - b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
  - c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
  - d. Travel to return to a place of residence from outside the jurisdiction.
  - e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
  - f. Travel required for non-residents to return to their place of residence outside the State. Individuals are strongly encouraged to verify that their transportation out of the State remains available and functional prior to commencing such travel.
15. Social Distancing Requirements. For purposes of this Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
- a. Required measures. Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:
    - i. Designate six-foot distances. Designating with signage, tape, or by other means six foot spacing for employees and customers in line to maintain appropriate distance;
    - ii. Hand sanitizer and sanitizing products. Having hand sanitizer and sanitizing products readily available for employees and customers;
    - iii. Separate operating hours for vulnerable populations. Implementing separate operating hours for elderly and vulnerable customers; and
    - iv. Online and remote access. Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.
16. Intent of this Order. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the greatest extent possible. When people need to leave their places of residence, whether to perform Essential Activities, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times and as much as reasonably possible comply with Social Distancing Requirements. All provisions of this Order should be interpreted to effectuate this intent.
17. Enforcement. This Order may be enforced by State and local law enforcement to the extent set forth in Ohio law. Specifically, pursuant to R.C 3701.352 "[n]o person shall violate any rule the director of health or department of

health adopts or any order the director or department of health issues under this chapter to prevent a threat to the public caused by a pandemic, epidemic, or bioterrorism event." R.C. 3701.56 provides that boards of health of a general or city health district, health authorities and officials, officers of state institutions, police officers, sheriffs, constables, and other officers and employees of the state or any county, city, or township, shall enforce quarantine and isolation orders, and the rules the department of health adopts." To the extent any public official enforcing this Order has questions regarding what services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order, but does not require local health departments to provide advisory opinions to nongovernmental entities.

18. Penalty. A violation of R.C. 3701.352 is guilty of a misdemeanor of the second degree, which can include a fine of not more than \$750 or not more than 90 days in jail, or both.
19. COVID-19 Information and Checklist for Businesses/Employers. Business and employers are to take the following actions:
  - a. Allow as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.
  - b. Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
  - c. Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any 19 symptoms (fever, cough, or shortness of breath).
  - d. Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
  - e. Reinforce key messages stay home when sick, use cough and sneeze etiquette, and practice hand hygiene to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
  - f. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
  - g. Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).
20. No limitation on authority. Nothing in this Order shall, in any way, alter or modify any existing legal authority allowing the State or any local health department from ordering (1) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency, or (2) any closure of a specific location for a limited period of time, including the duration of this public health emergency.
21. Savings clause. If any provision of this Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Order are declared to be severable.
22. Previous Orders superseded. This Order supersedes, only to the extent that it conflicts, and amends any previous Order which conflicts with the provisions of this Order.

23. Dispute Resolution. If any local health department issues a determination under Section 17 of this Order that is in conflict with a determination issued by a different local health department, then the conflict may be submitted to the ODH by either of the local health departments or an entity or person subject to the determination. A Dispute Resolution Commission appointed by the Director of Health shall review the conflict and make a determination as to the application of this Order to the conflict. The decision of the Dispute Resolution Commission shall be final.

24. Duration. This Order shall be effective at 11 p.m. on April 6, 2020 and remains in full force and effect until 11:59 p.m. on May 1, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date.

COVID-19 is a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. The virus is spread between individuals who are in close contact with each other (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

Multiple areas of the United States are experiencing "community spread" of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of known areas of infection is no longer enough to control spread.

The CDC reports that people are most contagious when they are most symptomatic (the sickest) however some spread might be possible before people show symptoms although that is not the main way the virus spreads.

Mass gatherings (10 or more persons) increase the risk of community transmission of the virus COVID-19.

Accordingly, to avoid an imminent threat with a high probability of widespread exposure to COVID-19 with a significant risk of substantial harm to a large number of people in the general population, including the elderly and people with weakened immune systems and chronic medical conditions, I hereby ORDER all persons are to continue to stay at home or their place of residence unless they are engaged in Essential Activities, Essential Governmental Functions, or to operate Essential Businesses and Operations as set forth in this Order. This Order shall remain in full force and effect until 11:59 p.m. on May 1, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date. To the extent any public official enforcing this Order has questions regarding what services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order.

has been questions in writing



Amy Acton, MD, MP  
Director of Health

April 2, 2020\_\_\_\_\_

## Enrollment Application

**Reset Form**

Ohio Department of Job and Family Services  
**PANDEMIC CHILD CARE CENTER CHILD ENROLLMENT ADDENDUM**

Child's Name	Child's Date of Birth	Parent's Name
Name and Address of Pandemic Child Care Center		
Is Your Child Receiving Publicly Funded Child Care? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, List the Provider's Name and Address
Description of Parent's Employment Providing Health and Safety Services as defined by the Ohio Department of Job and Family Services (ODJFS). Please attach verification.		
Find Your Family Size in the Chart. Is Your Income Below These Annual or Monthly Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Family Size	Annual Income	Monthly Income
1	\$24,980	\$2,082
2	\$33,820	\$2,819
3	\$42,660	\$3,555
4	\$51,500	\$4,292
5	\$60,340	\$5,029
6	\$69,180	\$5,765
7	\$78,020	\$6,502
8	\$86,860	\$7,239
9	\$95,700	\$7,975
10	\$104,540	\$8,712
11	\$113,380	\$9,449
12	\$122,220	\$10,185

Signature of Parent	Date
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## **Private Pay - Daily – Weekly Rates**

These will be used for days and hours not covered by 2019-20 tuition contracts.

Toddlers any hours between 8:30 - 3:45

5 days (week rate) - \$215

Daily Rate - \$50

Half - Day (until noon) - \$35

Toddlers any hours between 7:00 – 6:00

5 days (week rate) - \$275

Daily Rate - \$60

Half - Day (until noon) - \$40

Preschool/Elementary any hours between 8:30 - 3:45

5 days (week rate) - \$180

Daily Rate - \$40

Half - Day (until noon) - \$30

Preschool/Elementary any hours between 7:00 – 6:00

5 days (week rate) - \$220

Daily Rate - \$50

Half - Day (until noon) - \$35