

## Temporary Operating Standards for Essential Personnel School Age (EPSA) Child Care Sites

If you are operating and Essential Personnel School Age (EPSA) child care site, you must use this operating guidance when using a temporary or re-purposed facility. An EPSA site should use this as a daily checklist to ensure the basic health and safety of all children.

1. If you are planning to open, or if you are currently operating an EPSA child care site, you must contact the licensing regional manager for the county.  
<https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/regional-licensing-offices>
2. Programs currently licensed for before and after school care that are held in schools but unable to operate during school closure may apply to operate an EPSA child care site, using this as guidance for operating in temporary space. An EPSA site should use this as a checklist daily to ensure the basic health and safety of all children.
3. The facility is in good repair and can reasonably accommodate the number of children enrolled. **Children should be restricted to groups of 10 in each room. This means no more than 10— including the teacher/provider. The groups of ten should be in separate and distinct spaces.**
4. Each child entering should have their temperature taken, preferably with a temporal thermometer, to ensure it is below 100.4. If you do not have a temporal thermometer, please tell the parents they must bring a thermometer with them. If the parents have a temporal thermometer, that is preferred.
5. Please limit drop off to as little contact as possible, including meeting families at the door to drop off their child.
6. Capacity of the facility should not exceed the capacity issued by the fire department. (Fire inspections are not required but buildings have fire capacities).
7. Potentially hazardous items must be inaccessible to children.
8. Outdoor space should be provided, however playgrounds are not required, as children may take supervised walks. The grouping of 10 should still be maintained.
9. There must be at least one working toilet and sink with soap.
10. There must be a source of clean drinking water.
11. It is recommended that there be a refrigerator to prevent food spoilage.
12. It is recommended that there is a way to heat food.
13. There is adequate and age appropriate equipment, materials and supplies for children.
14. There are adequate cleaning supplies to clean and sanitize child care areas. You can continue to use the CDC guidance for 1/3 cup of bleach per gallon of water refilled daily or use the link below for more guidance. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
15. All staff, preferably those known to the Office of Child Care and working currently in licensed child care programs, working with children must have a completed Criminal Background Check (CBC) (Fingerprint and Release of Information). The CBC must have the Office of Child Care (OCC) Regional Office authorization number, which can be received by calling the region office where the temporary EPSA will be operating. The Release of Information can be found at

[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ\\_1260releaseinformationall-112015.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1260releaseinformationall-112015.pdf) The Release of Information should be sent to the regional office.

16. There should be one staff member on site at all times that has a current CPR/FA certification.
17. Children must have an up to date Emergency Card, the modified Drop-In Health Inventory, and a Medication Form, signed by the healthcare parent, if the child is on any medication. If the parent is not a healthcare professional, they must have the child's doctor provide a letter on letterhead that states what medication, how it is to be administered, how often, which method of delivery and dosage. If the parent can get the medication form from the school, that is preferred.
18. Daily attendance must be maintained.
19. If the location is suitable, the temporary operating procedures will remain in effect until June 30, 2020. After that time, the facility must meet all COMAR licensing requirements or close the program. The date of June 30, 2020 may be impacted if circumstances change and the EPSA program is ended.
20. Please keep all receipts and have your parents keep their receipts until it is decided if tax breaks will be coordinated through the State.
21. You must keep attendance sheets with daily sign in and out. The parent must sign off at the end of the week that they agree with what was recorded. These need to be saved and sent to the State in order to be paid.