#### Maryland's Child Care COVID-19 Build-A-Plan Tool FAQs February 16, 2021

# 1. I have gone through all of the plan sections, but my progress bar does not show 100%. How do I complete my plan?

As long as you fill out the ten "Plan Sections," and your status for each section is marked *either* "Complete" or "Answered," your plan is complete. You will not reach 100% completion, but that is okay. When you are finished filling out all the sections, you can finalize your plan (see below).

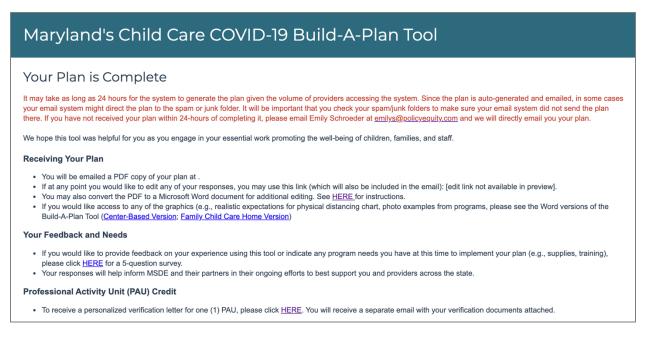
#### 2. Once I am done with my plan, how do I submit my responses and get my PDF?

Once you have completed all sections of your plan, you can select "Answer" in the "Finalize Plan" section on the main navigation page. See the screenshot below to locate the "Answer" button in the last row (look in the last row in the column marked "Actions"). Clicking this button will automatically cue the system to email you a completed PDF of your personalized plan. The "Next" button will not allow you to reach this final step. See screenshot below.

Plan Sections		
ick "Answer" on any of the sections below to get started.		
ou'll be returned to this page each time you complete a section. Whenever you have co inalize Plan" row below Section 10 to receive a copy of your plan." After clicking "An correct, please use the "Back" button below to navigate to the <i>Program Information</i> pa	swer," you will be emailed a copy of yo	
Section	Status	Actions
1. COVID-19 Plan Introduction	Complete	Answer
2. Ratios, Groups, & Cohorts	Answered	Answer
3. Supporting Social/Physical Distancing	Complete	Answer
4. Daily Routines	Complete	Answer
5. Toys & Materials	Complete	Answer
6. Cleaning & Disinfecting	Answered	Answer
7. Hygiene Practices & Face Coverings	Answered	Answer
8. Drop-Off, Pick-Up, & Daily Screening	Answered	Answer
9. Responding to COVID-19 Symptoms & Cases	Answered	Answer
10. Supporting Families, Staff, & Children	Answered	Answer
Finalize Plan	Complete	Answer
		e of the optional sections. You will still b

# 3. I have completed my plan, but I have not received an email yet with my PDF. What should I do?

You should automatically be sent a PDF of your plan to the contact email address entered on the "Program Information" page. The screenshot below shows the final landing page of the tool. There may be some delays in receiving your plan due to the large volume of providers accessing the tool. If you do not receive your plan within 24 hours, please contact Emily Schroeder (EmilyS@PolicyEquity.com), who will be able to directly email a copy of your finalized plan in a timely manner.



#### 4. I am having technical problems while using Maryland's Child Care COVID-19 Build-A-Plan tool. Who should I contact?

For any technical problems with the Build-a-Plan tool, please contact Emily Schroeder at <u>EmilyS@PolicyEquity.com</u>. You can also watch a **YouTube video** <u>here</u> that takes you through the entire plan and may be able to answer your question.

# 5. I have a question about the Child Care Pandemic Relief Fund Grant. Who should I contact?

If you have specific questions about the Child Care Pandemic Relief Fund Grant opportunity or application, please submit your question <u>here</u>.