

Head Start Monthly Report December 2021

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

November marks the end of our first quarter of service delivery in the program year. Data collection results in analysis and continuous improvement planning. The education team reviewed school readiness data, ECERS, and CLASS data to make plans for the remaining part of the school year. The administrative team reviewed data throughout the program to feed the self- assessment system and make course corrections for the remaining part of the year.

New staff added to our school family include Amanda Wenning as the IT Secretary and Megan Heitkamp as the new Family Advocate. Open positions include Teacher Assistants and Aides.

District affiliated events Director participated in include: Visiting proposed Head Start space @ High School with Phil Metz, Special Board meeting to discuss building project, Admin mtg

Community affiliated events Director participated in include: No Wrong Door planning meeting, County service coordination meeting, COLT

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI REDI, Senator Brown, OHSAI Futures Group, H2K

Internal committees / meetings – (2) Policy Council meetings, (s) Administrative meetings, Momentum – new Mental Health partner, Data Dialogue, Quarterly Data meeting,

Trainings provided – Onboarding / Orientation – Mental Health Manager, Family Advocates, Federal Review prep w/ Education staff, HSPPS – Additional supports to Families of Children with Disabilities

Coaching provided – FESM – Data preparation and planning, Monitoring systems, HCSM – Monitoring objectives to meet program goals

Training received – OHS webinar vaccine & enrollment, OHS Human Resources, Interim Final Rule release, HS Secretary attended OEASA Secretary training in Columbus

Interim Final Rule (see attached summary) released. Vaccine mandate deadline 1/31/22.

Asking for approval of attached policies.

A. Monthly Financial Statements including credit card expenditures: \$403.27

11/10/21	Facebook	\$3.07	Recruitment
11/10/21	Cricut	\$128.57	Ed Staff
11/23/21	Wal Mart*	\$150.00	Sunshine*
11/22/21	Doubletree	\$121.00	B Reedy

*Staff fund – Non-HS funds used

B. Program Information Summary

Education –Conducted first Data Dialogue day with education staff. Reviewed school readiness goals with education staff through first data checkpoint.

Mental Health –Head Start added Momentum as a contractor for Mental Health Services. Since the beginning of the school year there have been 22 referrals made for children and 6 referrals for parents. The MHC has provided at least 1 service for 31 children. That is 30% of all enrolled students.

Health – There is significant number of children who have not had a lead screening followed by hematocrit / hemoglobin screening. Dental services continue to be a significant concern.

Disabilities – 12 children currently enrolled are receiving IEP services, 14 children have been referred for further evaluation.

Family Engagement – POPs event had low turnout, Incentive project for the month was given to 4 families who picked up or dropped off their child on time. TTA onsite for RBC with whole FE team

C. Enrollment / Attendance

November cumulative enrollment was reported at 105.

Enrollment by Program Option:

Half Day PY Head Start	37
Full Day School Year Ed Complex	58

Full Day School Year Rockford	10
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Attendance by Program Option:

Half Day PY Head Start	80.93
Full Day School Year Ed Complex	86.81
Full Day School Year Rockford	84.07

D. CACFP report - CACFP claimed meals

Month Served	November 2021
Total Days Attendance	Rockford - 16 Part Day - 16 Full Day - EC - 18
Total Breakfast	1180
Total Lunches	1478
Total Snacks	1231
Total Meals	3889

E. Financial Audit - Underway

F. Annual Self-Assessment

- Completed May 2021

G. Community Assessment

H. Communication and guidance from the Secretary - see attached

Attachments to report:

School Readiness

Health Report

Respectfully submitted,

Amy Esser

Executive Director

HEAD START - 2021 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,925,465.00	-	1,925,465.00	1,870,000.00	255,465.00
CACFP Revenue	-	30,696.00	30,696.00	60,916.56	(30,220.56)
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	1,925,465.00	30,696.00	1,956,161.00	1,732,416.56	223,744.44

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	936,721.00	-	936,721.00	887,473.96	49,247.04	-	49,247.04
Fringe Benefits	629,679.00	-	629,679.00	517,746.74	111,932.26	4,200.00	107,732.26
Programming	158,103.00	793.00	158,896.00	137,194.94	21,701.06	42,720.22	(21,019.16)
Supplies	158,860.00	29,903.00	188,763.00	153,543.03	35,219.97	20,056.36	15,163.61
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	13,589.00	-	13,589.00	6,194.00	7,395.00	541.80	6,853.20
PA22 subtotal	1,896,952.00	30,696.00	1,927,648.00	1,702,152.67	225,495.33	67,518.38	157,976.95
Training & Technical Services							
Training & technical serv (job code 400)	28,652.00	-	28,652.00	21,306.13	7,345.87	2,810.94	4,534.93
Staff out of town travel	7,798.00	-	7,798.00	3,272.72	4,525.28	630.44	3,894.84
Subtotal Purch Service	36,450.00	-	36,450.00	24,578.85	11,871.15	3,441.38	8,429.77
Training & Tech Supplies	12,014.00	-	12,014.00	3,375.46	8,638.54	128.76	8,509.78
Subtotal Supplies	12,014.00	-	12,014.00	3,375.46	8,638.54	128.76	8,509.78
T&TA -PA20	48,464.00	-	48,464.00	27,954.31	20,509.69	3,570.14	16,939.55
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	1,945,416.00	30,696.00	1,976,112.00	1,730,106.98	246,005.02	71,088.52	174,916.50

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

2,309.58

439 Early Childhood							
439-9922	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
Exp thru 9/30	2,350.00	1,822.12					4,172.12
Exp thru 10/31	4,700.00	3,615.51					8,315.51
Exp thru 11/30	4,700.00	726.54					5,426.54
Exp thru 12/31							-
Exp thru 01/31							-
Exp thru 02/28							-
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	11,750.00	6,164.17	-	-	-	-	17,914.17
CCIP Budget							
Remaining	30,150.00	23,935.83	-	-	-	-	54,085.83
CAN SPEND UP TO	46,090.00	33,110.00					
BUDGET PLUS 10%							

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER 5563-7500-2990-4743	CREDITS \$0.00	PURCHASES \$403.27	CASH ADV \$0.00	TOTAL ACTIVITY \$403.27
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-10	11-10	15270211314000049627545	FACEBK ZB83Y8TDG2 MENLO PARK CA	3.70
11-10	11-09	82711161313000011048998	CRICUT SOUTH JORDAN UT	128.57
11-23	11-22	05436841327400099705715	WM SUPERCENTER #1433 CELINA OH	150.00
Total Purchasing Activity				\$282.27

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-22	11-19	52704871324036007493148	DOUBLETREE BY HILTON C 6143608438 OH ARRIVAL: 11-18-21 749314	121.00
Total Travel Activity				\$121.00

Purchasing Activity

Additional Filtering

Currently Enrolled ▼

Filter

View All

Mercer County Head Start ▼

All Sites ▼

All Classes ▼

Agency: Mercer County
Head Start

Site: All

Currently Enrolled= 102

406 - EPSDT status Report

	Up-To-Date	Not Up-To-Date
Anemia (HCT/HGB) (Mandated)	<u>50</u>	<u>52</u>
Blood Pressure (Mandated)	<u>57</u>	<u>45</u>
Dental (Mandated)	<u>63</u>	<u>39</u>
Growth (Mandated)	<u>97</u>	<u>5</u>
Hearing (Mandated)	<u>101</u>	<u>1</u>
Lead Screening (Mandated)	<u>65</u>	<u>37</u>
Physical (Mandated)	<u>98</u>	<u>4</u>
Vision (Mandated)	<u>101</u>	<u>1</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>19</u>	<u>83</u>

Notes:

1- Numbers do not include unborn children

2- For Currently Terminated children, Up To Date status is calculated based on Termination Date (instead of Today's date). These children are marked with a RED asterisk in sub-reports.

3- If Class End Date is prior to Today's date, Up To Date status is calculated based on Class End Date (instead of Today's date). These children are marked with two RED asterisks in sub-reports.

- Mercer County Head Start

Fall 2021/2022

Social-Emotional

Below Meeting Exceeding

1a Manages feelings 38 62 0

38% 62% 0%

Physical

Below Meeting Exceeding

6 Demonstrates gross motor manipulative skills 22 71 7

22% 71% 7%

7b Uses writing and drawing tools 28 67 5

28% 67% 5%

Language

Below Meeting Exceeding

9a Uses an expanding expressive vocabulary 19 80 1

19% 80% 1%

Cognitive

Below Meeting Exceeding

12b Makes connections 33 67 0

33% 67% 0%

Literacy



Mathematics



Summary of Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs

eclkc.ohs.acf.hhs.gov/about-us/article/summary-vaccine-mask-requirements-mitigate-spread-covid-19-head-start-programs

This briefing describes the requirements announced in the [Interim Final Rule with Comment Period \(IFC \(Interim Final Rule with Comment Period\)\)](#) and how they will help mitigate the spread of COVID-19 (coronavirus disease 2019). Check out the [FAQs \(Frequently Asked Questions\)](#) to learn more about mask and vaccine requirements for Head Start programs and read the Preamble to understand more about the data and reasoning behind the requirements.

Background

Vaccination and masking are essential components necessary to returning to full comprehensive Head Start services.

On Sept. 9, 2021, [Path Out of the Pandemic: President Biden's COVID-19 Action Plan](#) was released. Under the Action Plan, the Biden-Harris administration required the nearly 300,000 staff at Head Start programs across the country to be vaccinated. President Biden also called on state governors to require vaccinations for all teachers and school staff, as now required in federally-funded schools.

Through this IFC, the Office of Head Start (OHS (Office of Head Start)) is exercising its legal authority to add a mask and vaccine requirement for grant recipient staff to the Head Start Program Performance Standards (HSPPS (Head Start Program Performance Standards)).

Mask Requirement

Universal masking is required for all individuals 2 years of age and older when:

- Indoors in a setting when Head Start services are provided.
- Two or more individuals are in a vehicle owned, leased, or arranged by the Head Start program.
- For those who are not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people. OHS notes that being outdoors with children inherently includes sustained close contact for the purposes of caring for and supervising children.

Exceptions

- Children and adults when they are either eating or drinking.
- Children when they are napping.
- The narrow subset of individuals who cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act (~~ADA~~~~(Americans with Disabilities Act)~~), consistent with U.S. Centers for Disease Control and Prevention (~~CDC~~~~(Centers for Disease Control and Prevention)~~) guidance on disability exemptions.
- When a child's health care provider advises an alternative face covering to accommodate the child's special health care needs.

Timeline – This requirement is effective immediately upon publication of the IFC on Nov. 30, 2021.

Vaccine Requirement

Full vaccination against COVID 19 is required for:

- All staff (as defined in [Terms, 45 CFR §1305.2 \[Staff\]](#))
- Those contractors whose activities involve contact with or providing direct services to children and families
- Volunteers who are in classrooms or working directly with children other than their own

Consistent with CDC's current definition, people are considered [fully vaccinated](#):

- 14 days after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines
- 14 days after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Timeline

- Individuals are required to be vaccinated by Jan. 31, 2022. This means staff, certain contractors, and volunteers must have their second dose in a two-dose series or first in a single-dose by Jan. 31, 2022.
- It takes time to get vaccinated. To be vaccinated by Jan. 31, 2022, individuals must begin receiving COVID-19 vaccination no later than:
 - Jan. 3: First-dose (Moderna)
 - Jan. 10: First-dose (Pfizer-BioNTech)
 - Jan. 31: Second-dose (Moderna and Pfizer-BioNTech)
 - Jan. 31: Single-dose (Johnson & Johnson)

For purposes of this regulation, staff, certain contractors, and volunteers will meet the requirement even if they have not yet completed the 14-day waiting period required for full vaccination by Jan. 31. This timing flexibility applies only to the initial implementation of this IFC and has no bearing on ongoing compliance.

Exemptions

- Exemptions may be granted for people who request and receive an exemption from vaccination because of a:
 - Medical condition, or medical necessity requires a delay in vaccination, as documented by a licensed medical practitioner (as a reasonable accommodation under the Americans with Disabilities Act)
 - Sincerely held religious belief, practice, or observance (established under Title VII of the Civil Rights Act of 1964)
- It is the responsibility of Head Start programs to establish a process for reviewing and granting the exemptions (e.g., medical conditions, sincerely held religious beliefs).
- Those who are granted an exemption for one of the reasons listed above are required to undergo at least weekly testing. Aside from those who are granted exemptions for one of the reasons above, there is no testing option as an alternative to the vaccine requirement.
- Programs must develop and implement a written COVID-19 testing protocol for those granted vaccine exemptions. To develop of a COVID-19 testing protocol, programs should consult with their Health Services Advisory Committee (HSAC (Health Services Advisory Committee)) and local public health officials, along with recommendations from their agency's legal counsel and Human Resources department.

Documentation – Programs are required to track and securely document the vaccination status of each staff member and vaccine exemption requests and outcomes. However, programs have the flexibility to use any appropriate tracking strategies.

Justification

Given that children under age 5 are too young to be vaccinated at this time, additional measures must be taken to reduce the spread of COVID-19, especially the more infectious Delta variant.

Reduced Transmission – These requirements will reduce the transmission of COVID-19 from staff to children and families. Reduced transmission:

- Protects the health and safety of children, staff, and families
- Prioritizes safe, sustained in-person early care and education for children — with all of its known benefits to children and families

Reducing Program Closures – Requiring staff to receive the vaccine and all persons over 2 years of age to wear masks is critical to reduce program closures due to COVID-19 exposures. Program closures impose hardship and create instability and stress for Head Start children and families. They disrupt children's opportunities for learning, socialization, nutrition, and continuity and routine. Program closures from COVID-19 exposures also

impact the ability of Head Start families to work. Staff vaccination requirements may cause temporary program closure due to low availability of staff. However, the majority of Head Start children will benefit from the reduced program closures due to COVID-19 exposures.

Protecting Families – Children and staff may return home to family members who are older or have underlying medical conditions that put them at greater risk for COVID-19-related morbidity and mortality. Many families of Head Start children and staff are members of minority communities who have been shown to be at increased risk of exposure to SARS-CoV-2. There has been a disproportionate burden of COVID-19 deaths and lower vaccination rates among racial and ethnic minority groups. Requiring vaccination among Head Start staff is not only an issue of personal health, but also promotes public and community health and [health equity](#) for children and staff in Head Start programs.

Return to Full In-person Services – In May 2021, OHS outlined expectations that programs move toward fully in-person services as soon as possible and by January 2022, factoring in local health conditions. In light of the availability of the COVID-19 vaccine, and the requirement for programs to deliver fully in person services, these standards are essential to create the safest environment possible for staff, children, and families. Consistent with [ACF-PI-HS-21-04 OHS Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#), programs should continue to work toward full enrollment and in-person services, contingent upon local health conditions, by January 2022.

Read more:

[COVID-19](#) , [Immunizations](#) , [Performance standards](#)

Last Updated: November 29, 2021

Mercer County Head Start Policies and Procedures

P/P Topic:	Universal Masking – Visitors	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>D – Health program Services</i>	Last Reviewed Date:	
Section Title(s):	<i>Safety Practices</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.47(5)	Monitoring Responsibility:	HCSM

(A) Policy	<p>All staff and consultants follow appropriate practices to keep children safe during all activities, including at a minimum:</p> <p>Using masks recommended by CDC, for all individuals 2 years of age or older when there are two or more individuals in a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded setting during activities that involve sustained close contact with other people, except:</p> <p>A. Children or adults when they are either eating or drinking;</p> <p>B. Children when they are napping;</p> <p>C. When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or</p> <p>D. When a child’s health care provider advises an alternative face covering to accommodate the child’s special health care needs.</p>
(B) Responsibility	All staff

(C) Procedure

For the purposes of this policy “visitors” will collectively be defined as: Any individual visiting / entering a Head Start facility or facility being used for Head Start services / programming, to participate in a Head Start service. This broad definition encompasses parents / guardians, outside contractors, or special guests of the Head Start program.

Upon arrival to the facility, visitors will be notified that face masks are required for entry. Special accommodations are granted for those defined by the ADA and CDC who cannot safely wear a mask.

MCHS will ensure disposable masks are available for all visitors at all locations.

The Centers for Disease Control and Prevention (CDC) states that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering.

Disability Exemptions of the Order

Who is covered by the exemption for “a person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the [Americans with Disabilities Act](#)external icon (ADA, 42 U.S.C. 12101 *et seq.*)”?

Most people, including those with disabilities, can tolerate and safely wear a mask and are required to wear one as per CDC’s Order. However, certain people with disabilities who, because of their disability, cannot wear a mask, or cannot safely wear a mask, are exempted from CDC’s mask-wearing requirement.

The exemption is not meant to cover people with disabilities for whom wearing a mask might only be difficult or whose disability does not prevent them from wearing a mask or wearing a mask safely.

The following narrow subset of persons with disabilities are exempt from CDC’s requirement to wear a mask:

- A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions
- A person with an intellectual, developmental, cognitive, or psychiatric disability that affects the person’s ability to understand the need to remove a mask if breathing becomes

obstructed

The following persons with disabilities might be exempt from CDC's requirement to wear a mask based on factors specific to the person:

- A person with a disability who cannot wear a mask because it would cause the person to be unable to breathe or have respiratory distress if a mask were worn over the mouth and nose. A person with a condition that causes intermittent respiratory distress, such as asthma, likely does not qualify for this exemption because people with asthma, or other similar conditions, can generally wear a mask safely.
- A person with a disability requiring the use of an assistive device, such as for mobility or communication, that prevents the person from wearing a mask and wearing or using the assistive device at the same time. If use of the device is intermittent and the person can remove the mask independently to use the device, then a mask must be worn during periods when the person is not using the device.
- A person with a severe sensory disability or a severe mental health disability who would pose an imminent threat of harm to themselves or others if required to wear a mask. Persons who experience discomfort or anxiety while wearing a mask without imminent threat of harm would not qualify for this exemption.

Mercer County Head Start Policies and Procedures

P/P Topic:	Universal Masking – children	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>D – Health program Services</i>	Last Reviewed Date:	
Section Title(s):	<i>Safety Practices</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.47(5)	Monitoring Responsibility:	HCSM

(A) Policy	<p>All staff and consultants follow appropriate practices to keep children safe during all activities, including at a minimum:</p> <p>Using masks recommended by CDC, for all individuals 2 years of age or older when there are two (2) or more individuals in a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded setting or during activities that involve sustained close contact with other people, except:</p> <p>A. Children or adults when they are either eating or drinking;</p> <p>B. Children when they are napping;</p> <p>C. When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act; or</p> <p>D. When a child’s health care provider advises an alternative face covering to accommodate the child’s special health care needs.</p>
(B) Responsibility	All staff

<p>(C) Procedure</p>	<p>For the purposes of this policy “children” will collectively be defined as: Any child ages 2 or over whether enrolled or not who participate in any Head Start service and / or activity.</p> <p>Whenever Head Start services are being delivered, children will wear a mask in accordance with CDC guidelines. Head Start services include any all services included with the Head Start Act and Head Start Program Performance Standards.</p> <p>Upon entry to any Head Start facility or facility being used for Head Start purposes, children must wear a mask.</p> <p>MCHS will ensure disposable masks are available for all children at all locations.</p> <p>Exemptions or special accommodations as defined by the ADA must be presented to the Executive Director and HCSM for review to ensure special accommodations meet the intent of the policy in protecting the health & safety of all individuals.</p> <p>The Centers for Disease Control and Prevention (CDC) states that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering.</p> <p>Disability Exemptions of the Order</p> <p>Who is covered by the exemption for “a person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Actexternal icon (ADA, 42 U.S.C. 12101 <i>et seq.</i>)”?</p> <p>Most people, including those with disabilities, can tolerate and safely wear a mask and are required to wear one as per CDC’s Order. However, certain people with disabilities who, because of their disability, cannot wear a mask, or cannot safely wear a mask, are exempted from CDC’s mask-wearing requirement.</p> <p>The exemption is not meant to cover people with disabilities for whom wearing a mask might only be difficult or whose disability does not prevent them from wearing a mask or wearing a mask safely.</p> <p>The following narrow subset of persons with disabilities are exempt from CDC’s requirement to wear a mask:</p> <ul style="list-style-type: none"> • A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions • A person with an intellectual, developmental, cognitive, or
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psychiatric disability that affects the person's ability to understand the need to remove a mask if breathing becomes obstructed

The following persons with disabilities might be exempt from CDC's requirement to wear a mask based on factors specific to the person:

- A person with a disability who cannot wear a mask because it would cause the person to be unable to breathe or have respiratory distress if a mask were worn over the mouth and nose. A person with a condition that causes intermittent respiratory distress, such as asthma, likely does not qualify for this exemption because people with asthma, or other similar conditions, can generally wear a mask safely.
- A person with a disability requiring the use of an assistive device, such as for mobility or communication, that prevents the person from wearing a mask and wearing or using the assistive device at the same time. If use of the device is intermittent and the person can remove the mask independently to use the device, then a mask must be worn during periods when the person is not using the device.
- A person with a severe sensory disability or a severe mental health disability who would pose an imminent threat of harm to themselves or others if required to wear a mask. Persons who experience discomfort or anxiety while wearing a mask without imminent threat of harm would not qualify for this exemption.

MCHS will provide education to parents and families on the importance of mask wearing in congregate settings. Parents / guardians will be informed that children are to have masks upon arrival to school. For children who do not arrive at school with a mask, disposable masks will be made available to them.

Staff will present a mask to children and may assist with putting a mask on a child when requested to do so. Staff will remind children periodically throughout the day on the importance of wearing a mask. Children will NOT be disciplined for not wearing a mask. Children will NOT be referred for mental health services for not wearing a mask. Children will be educated on the importance of safe health practices (wearing a mask) in the same manner as handwashing and toothbrushing. Staff will model mask wearing in a positive manner as with other safe health practices.

Mercer County Head Start Policies and Procedures

P/P Topic:	Universal Masking – Staff	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>D – Health program Services</i>	Last Reviewed Date:	
Section Title(s):	<i>Safety Practices</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.47(5)	Monitoring Responsibility:	HCSM

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(B) Responsibility	All staff

(C) Procedure

For the purposes of this policy “staff” will collectively be defined as: Any paid adults who have responsibilities related to children and their families enrolled in the programs and any individual performing a Head Start service or any individual directly employed by the federal Head Start program. This broad definition encompasses including employees of the Head Start program as well as contractors and volunteers who provide services (both direct and ancillary) to enrolled Head Start children and families.

Whenever and wherever Head Start services are being delivered, staff will wear a mask in accordance with CDC guidelines. Head Start services include any all services included with the Head Start Act, Head Start Program Performance Standards, and the unique design of Mercer County Head Start services which include support staff such as secretaries.

Staff who work in seclusion (i.e. in a personal office) are permitted to not wear a mask when alone.

MCHS will ensure disposable masks are available for all employees at all locations.

Exemptions or special accommodations as defined by the ADA must be presented to the Executive Director and HCSM for review to ensure special accommodations meet the intent of the policy in protecting the health & safety of all individuals.

The Centers for Disease Control and Prevention (CDC) states that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering.

Disability Exemptions of the Order

Who is covered by the exemption for “a person with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the [Americans with Disabilities Act](#) (ADA, 42 U.S.C. 12101 *et seq.*)”?

Most people, including those with disabilities, can tolerate and safely wear a mask and are required to wear one as per CDC’s Order. However, certain people with disabilities who, because of their disability, cannot wear a mask, or cannot safely wear a mask, are exempted from CDC’s mask-wearing requirement.

The exemption is not meant to cover people with disabilities for whom wearing a mask might only be difficult or whose disability does not prevent them from wearing a mask or wearing a mask

safely.

The following narrow subset of persons with disabilities are exempt from CDC's requirement to wear a mask:

- A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions
- A person with an intellectual, developmental, cognitive, or psychiatric disability that affects the person's ability to understand the need to remove a mask if breathing becomes obstructed

The following persons with disabilities might be exempt from CDC's requirement to wear a mask based on factors specific to the person:

- A person with a disability who cannot wear a mask because it would cause the person to be unable to breathe or have respiratory distress if a mask were worn over the mouth and nose. A person with a condition that causes intermittent respiratory distress, such as asthma, likely does not qualify for this exemption because people with asthma, or other similar conditions, can generally wear a mask safely.
- A person with a disability requiring the use of an assistive device, such as for mobility or communication, that prevents the person from wearing a mask and wearing or using the assistive device at the same time. If use of the device is intermittent and the person can remove the mask independently to use the device, then a mask must be worn during periods when the person is not using the device.
- A person with a severe sensory disability or a severe mental health disability who would pose an imminent threat of harm to themselves or others if required to wear a mask. Persons who experience discomfort or anxiety while wearing a mask without imminent threat of harm would not qualify for this exemption.



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**Requesting a Medical Condition, ADA or Sincerely Held Religious Belief, Practice,
or Observance Exemption to Vaccination**

- 1). Amy Esser, Executive Director for Mercer County Head Start serves as the contact for all employees regarding requests for exemptions under the ADA, for medical conditions, or for sincerely held religious beliefs, observances or practices from vaccinations.
- 2). Employees interested in applying for an ADA, medical condition and / or sincerely held religious belief, observance, or practice exemption from vaccination must request the form directly from the Executive Director.
- 3). All forms must be complete with required signatures and attached paperwork as requested / prescribed on the document.
- 4). Submit completed document directly to the Executive Director.
- 5). The request for exemption from vaccination (ADA, medical condition/sincerely held religious belief, observance or practice) will be reviewed by the Exemption Review Team.
- 6). The Exemption Review Team may ask the employee for additional information regarding the request for ADA, medical condition, sincerely held religious belief, observance, or practice, exemption from vaccination.
- 7). Decisions by the Exemption Review Team are final.
- 8). If the Exemption review team approves a request for a vaccine exemption, the person approved for the exemption is required to undergo testing for COVID-19, in accordance with the adopted Policy. Persons who are exempted will be required to undergo SARA-CoV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or work directly with children.



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Medical or Sincerely Held Religious Belief, Observance or Practice

Vaccination Exemption Review Team

- 1). Develop a team of individuals who will be responsible to determine whether exemptions will be approved and with what accommodations.
- 2). The team consists of the Executive Director, CCS Board member, and Policy Council member. Team members cannot have a conflict of interest (i.e. family member, close personal friend, etc.). Team members cannot have a relationship that extends beyond the professional relationship established by the Governing Body.
- 3). Exemptions must align with the Interim Final Rule.
- 4). Exemptions must support Head Start's mission of ensuring the health and safety of every child, family, and staff member.
- 5). All accommodations must align with Head Start's mission and ensure operations support all Head Start Program Performance Standards, Ohio Department of Education Licensing Standards.
- 6). The Exemption Review Team will utilize a decision-making model that is based upon professionalism and research.
- 7). Decisions will be provided to employees in writing.