



# Health & Safety Screening Plan & Calendar

*Early Head Start-Child Care Partnership*

**8/10/2020**

August 10, 2020

**Purpose:** Successfully complete the Health and Safety requirements

**Project Start Date:** August 10, 2020

**Project End Date:** September 22, 2020

**Key Dates:**

**August 18, 2020** - Site visits begin

- Within 15 calendar days of each visit – Findings **MUST** be corrected

**August 26, 2020**- Site visits completed

**September 16, 2020**- All findings **MUST** be corrected

**September 22, 2020** – Process Letter to the Mayor

**October 15, 2020** - Send signed Certification of Health & Safety Screening to Office of Head Start (OHS)

**Approach:**

**Site Visits:**

- EHS-CCP Monitoring Staff completes each visit.
- Corrective Action completed on-site when possible.
- EHS -CCP Monitoring Staff will email child care Service Providers (Service Providers) of the released monitoring project in ChildPlus no later than noon the day following the visit.
- Service Providers have 15 days to submit a corrective action plan response.
- Service Provider's will use the ChildPlus internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 days, Service Provider **MUST** communicate with the EHS-CCP Monitoring Staff and include a timeline for completion within 8 calendar days.
- EHS - CCP Monitoring Staff work with Service Providers to correct findings and verify corrective action.
- Once all corrective action is completed the Head Start Administrator signs Certification of Health and Safety Screening.

**Policy Council:**

- Results of the Health & Safety Screener presented to the Head Start Policy Council on **September 22, 2020** for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health and Safety Screening.

**Mayor Signature:**

- Process letter and obtain City of San Antonio Mayor signature of the completed Health and Safety Certification on **September 22, 2020**.

**CAAB: COMMUNITY ACTION ADVISORY BOARD:**

- Results of Health & Safety Screener presented to Community Action Advisory Board on **October 1, 2020** for their review. (Dates subject to change)

**Submittal:**

- Signed Certification of Health and Safety Screening will be submitted to OHS on **October 15, 2020**.

**Schedule**

August 2020						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3	4	5	6	7	8
9	10 First Day of Program 2020-2021	11	12	13	14	15
16	17	18 Health & Safety Screening Ella	19 Health & Safety Screening Seton	20 Health & Safety Screening Inman	21 Health & Safety Screening YWCA	22
23	24	25 Health & Safety Screening Heal	26 Health & Safety Screening BSA	27	28	29
30	31					

September 2020						
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 Labor Day Holiday	8 Health & Safety Screener follow up visits Ella	9 Health & Safety Screener follow up visits Seton Home <b>30<sup>th</sup> Day</b>	10 Health & Safety Screener follow up visits Inman	11 Health & Safety Screener follow up visits YWCA	12
13	14	15 Health & Safety Screener follow up visits Healy	16 Health & Safety Screener follow up visits BSA	17	18 Submit Health and Safety Environment Screener Status Report to PMD - SMA	19
20	21	22 Results of Health and Safety Environment Screener during PC meeting <b>Process Letter to the Mayor</b>	23 <b>45<sup>th</sup> Day</b>	24	25	26
27	28	29	30			

## October 2020

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1 Review Health & Safety Results to CAAB	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Submit Health & Safety Screener to OHS <b>75<sup>th</sup> Day</b>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31