



We're lighting the way to a brighter future!

2025 Bedford Street · Johnstown, PA 15904 · 814-262-0732 · Fax: 814-262-0837 · thelearninglamp.org

PANO is grateful to The Learning Lamp for permission to share this plan.

Coronavirus (COVID-19) Action Plan

Program	Response
Child Care & Preschool	<ul style="list-style-type: none"> Working with team to develop a daily update for families Developing a strategy for daily messaging to staff Memo sent to staff on how to prevent spread of the cold and flu Message delivered to families on extra precautions being taken in centers and request to keep sick children home Closely monitoring information releases from PA Department of Human Services In the case of programs inside of school buildings (preschool, PreK Counts, school-age care), will follow the actions of the partner district for potential closure Ordered additional paper products and cleaning supplies to keep on hand in the event it becomes unavailable
Ignite Education Solutions	<ul style="list-style-type: none"> Daily outreach to partner schools to monitor potential closure, which seems inevitable Developing s strategy for daily messaging to staff Memo sent to staff on how to prevent spread of the cold and flu Monitoring PA Department of Education guidance related to COVID-19 Will follow the actions of the partner district as the potential crisis unfolds across Pennsylvania Contacted school administrators to inform them of our plan Ordered disinfectant and additional cleaning supplies for Ignite programs (will be cleaning 2x's per day)
Administrative Offices	<ul style="list-style-type: none"> Working with financial consultant to prep for fallout Ban on any unnessecary spending Developing a plan to manage school/center-based employees in case of shutdown Thinking through potential staffing configurations related to reduced income



The mission of The Learning Lamp is to engage all children in the support they need to succeed. The Learning Lamp is a 501(c)(3) nonprofit organization, donations to which are tax deductible to the fullest extent permitted by law. The official registration and financial information of The Learning Lamp may be obtained from the Pennsylvania Department of State by calling toll free with in Pennsylvania; 1-800-732-0999. Registration does not imply endorsement.

	<ul style="list-style-type: none">• Memo sent to staff on how to prevent spread of the cold and flu• Distributed additional hand sanitizer to office personnel• Monitoring guidance from Centers for Disease Control on COVID-19 in the workplace• In the event of a mandatory office closure, will allow telecommuting for anyone with the ability to work remotely• Ordered additional paper products and cleaning supplies to keep on hand in the event it becomes unavailable• Working with banks to evaluate and possibly increase credit lines• Talked with insurer to see if any part of business shutdown could be reimbursed through insurance (unlikely)• Checked in to possibility that Worker's Comp would cover employees who contract COVID-19. (unlikely)• Will instruct employees impacted by shut down to immediately apply for unemployment.• Will remain consistent with current absence policies if employees are required to be off work (can use time if they have or will be unpaid if they don't have)
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