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

**Coronavirus (COVID-19) Action Plan**

<table>
<thead>
<tr>
<th>Program</th>
<th>Response</th>
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| Child Care & Preschool   | • 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 | • Daily outreach to partner schools to monitor potential closure, which seems inevitable  
                             • Developing a 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   | • Working with financial consultant to prep for fallout  
                            • Ban on any unnecessary spending  
                            • Developing a plan to manage school/center-based employees in case of shutdown  
                            • Thinking through potential staffing configurations related to reduced income |
- 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)

Updated 3/10/20