

# 3-County Area



County	Site Name	Projected Enrollment	Full (School) Day/Part Yr	Full Day/Full Yr	Part Day/Part Yr
Benton	Warsaw	30	-	30	-
Hickory	Hermitage	15	-	15	-
Morgan	Morgan	15	-	15	-

Head  
Start  
60





County	Site Name	Projected Enrollment	Full Day/Full Yr	Home Based	Prenatal
Benton	Warsaw	18	8	8	2
Hickory	Hermitage	18	8	8	2
Morgan	Morgan	8	8	-	-

Early  
Head  
Start  
44



**\$1,750,741**  
Grant Application Amount

**104**

HS/EHS Funded Enrollment

**\$437,685**  
Non-Federal Share Requirement



# Data & Proposed Changes



## Current Climate

- ◆ 21 open positions (not counting Warsaw)
- ◆ Almost 7,000 hours in 8 month period of unschedule staff call ins
  - ◆ NOT COVID related
- ◆ Sept. & Oct. 2021 averaged over 80 classroom behavior reports
- ◆ 26 open Intervention Referrals
- ◆ 195 hours of MH observations
- ◆ Non-flexible positions
- ◆ Lack of applicants and/or qualified applicants

## Grant Operation Proposed Changes

- ◆ Adjust full day centers to 4 days per week
- ◆ WFSC, Bear Creek, Worley, Callaway, Cole East, Clubhouse, Moniteau, Linn
- ◆ Still operate 9 hours but staff will work 10 to ensure office time
- ◆ No Spring Break so families have care that week
- ◆ In-Service days would be scheduled on non-classroom operation days to cut back on closures
- ◆ CMCA will tighten attendance expectations



# Thanks!



## Any questions?

[Bethv@cmca.us](mailto:Bethv@cmca.us)





Darin Preis &lt;darinp@cmca.us&gt;

## Corrected Date! Expected Requirements for COVID-19 Vaccination and Masking

Office of Head Start &lt;no-reply@hsicc.org&gt;

Mon, Nov 22, 2021 at 3:30 PM

Reply-To: no-reply@hsicc.org

To: "Mr. Darin Preis" &lt;darinp@cmca.us&gt;



# Office of Head Start

### Expected Requirements for COVID-19 Vaccination and Masking: A Letter from the Director

Providing comprehensive Head Start services to the children and families who need them most is a driving focus for everyone in the Head Start community – at the federal level, at the agency level, and at the classroom level. To that end, I am sending this letter to share with the Head Start community an early update on the rule that will revise the [Head Start Program Performance Standards \(HSPPS\)](#) to include additional health and safety requirements. While we cannot share all the details until the rule is published, we want you to have as much information as possible now for planning purposes.

The health and well-being of Head Start children, families, and staff continue to drive the decisions we make at the Office of Head Start (OHS), as they have throughout the COVID-19 pandemic. In light of the availability of the COVID-19 vaccine, and the requirement for programs to deliver fully in-person comprehensive services, these new HSPPS are essential to create the safest environment possible for staff, children, and families. At the same time, I know some staff and programs are deeply concerned about the requirement for vaccination. I hope you can [talk with staff](#) about these difficult issues and support them in speaking to a health care professional about their vaccination decision.

Soon OHS will release new HSPPS for masking and COVID-19 vaccination of grant recipient staff. These standards will be released through an Interim Final Rule with Comment Period in the Federal Register. The new requirements are critical as we work together to move toward fully in-person comprehensive services by providing healthy and safe environments for everyone.

The new HSPPS will require the use of face masks for individuals 2 years of age and older, with some exceptions. This requirement will be effective immediately upon

publication.

The new standards will also require vaccination against COVID-19 for all staff, contractors working directly with children, and volunteers. The HSPPS will require these individuals to be vaccinated by January 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 January 31, 2022. There will be provisions for exemptions to the vaccination requirement for those who cannot be vaccinated due to medical conditions or sincerely held religious beliefs, practices, or observances. For those granted a vaccine exemption, there will be a weekly testing requirement.

Consistent with other HSPPS, these new standards will focus on outcomes over processes and plans. As the experts most familiar with the unique needs of each Head Start community, it will be the responsibility of local programs to establish a process for implementing these standards, including reviewing and granting the exemptions for medical conditions or sincerely held religious beliefs. These standards will be monitored through the OHS Monitoring System like other health and safety standards.

You may find it helpful to hear from others who have been successful in implementing similar requirements. The [Strategies for Staff Vaccination](#) series shares stories of programs across the country that have implemented vaccination requirements for their staff. The [MyPeers](#) Health, Safety, and Wellness community is a great place to find out how other Head Start programs are making policies and to share ideas and resources with each other. The OHS technical assistance system will continue to support grant recipients in implementing these new requirements.

When the new HSPPS are released in the Federal Register, OHS will host a webinar to discuss the new requirements. OHS will also provide written responses to the questions that programs and staff have raised in the last few months.

Sleeve up and mask up, Head Start family, as it's the best way we can care for and protect each other.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

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Washington, DC 20201 | <https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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### Central Missouri Community Action Grant Summary Sheet

Date presented to board	Department(s)	Staff person submitting
12-2-21	Early Childhood	Beth Vossler

<b>Title:</b>	HS/EHS Continuation Grant
<b>Program operation dates:</b>	May 1-April 30
<b>Funding amount:</b>	\$6,686,403
<b>Staffing levels:</b>	135
<b>Funding Source:</b>	DHSS-ACF-OHS
<b>Target Population:</b>	EHS/HS children, families and prenatal
<b>Counties of Operation:</b>	Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, and Osage
<b>Expected number of participants/clients:</b>	465
<b>Summary of Program:</b>	CMCA Head Start Operated a comprehensive program serving children and their families in the 8-county service area. We offer comprehensive, developmentally appropriate early childhood program, parenting education, prenatal services, access to literacy activities, father and male involvement activities. CMCA Head Start offers full-day/part year; full-day/full-year; part-day; and collaborative Head Start services. Services in local communities are based on the results of the annual self-assessment and annual community assessment updates. Services are provided, wherever possible, in the language of the home.
<b>Expected Outcomes:</b>	<ol style="list-style-type: none"> <li>1. Implement interventions that support families' progress toward achieving self-reliance</li> <li>2. Implement interventions that support children's development and school readiness</li> <li>3. Implement interventions that support programmatic use of data for quality improvements</li> <li>4. Recruit and retain high quality staff</li> <li>5. Quality facility environments</li> </ol>
<b>Collaboration with other CMCA programs:</b>	All other programs of CMCA are considered to be integrally important to the success of the Head Start program and, as such, we partner with each of them
<b>Community partners involved:</b>	Thirty-five (35) School Districts, 8 county health departments, Missouri Department of Health and Senior Services, Missouri Children's Division, Columbia Public Schools, Community R-6 Schools, Glasgow Public Schools, Centralia Fair Board, Missouri Coalition for Oral Health, Missouri Head Start State Collaboration Office, MHSA, University of Missouri, Medicaid insurers, Parents As Teachers, First Steps, and more.

<b>Type of Issuance:</b>	<b>Subject:</b>  COVID-19 Vaccination Policy	<b>References:</b>
<b>POLICY</b>		<p>Performance Standard: 1302.47(b)(5)(vi)(A-D), 1302.93(a)(1)(i-iii), 1302.93(2), 1302.94(a)(1)(i-iii), 1302.94(2)</p> <p>Policies/Procedures: Employee Handbook: Code of Conduct Policy</p> <p>Licensure: N/A</p> <p>Parent Handbook: N/A</p> <p>Personnel Manual: N/A</p> <p>Financial Policies: N/A</p> <p>Forms/Formats: Request for Medical Exemption, Letter of Intent</p> <p>Documents: <a href="#">Letter from OHS Director</a>, <a href="#">Title VII of the Civil Rights Act of 1964</a>, <a href="#">EEOC Section 12: Religious Discrimination</a>, <a href="#">Missouri Executive Order EO 21-10</a></p>
<b>Effective Date:</b>		
<b>OCTOBER 29, 2021</b>		

### Purpose

Vaccination is a foundational part of the recommended CDC prevention strategies to mitigate risk associated with COVID-19.

### Policy

The Department of Health and Human Services, Administration for Children and Families, Office of Head Start (OHS) announced that all Head Start teachers and program staff must be fully vaccinated by January 2022. In order to comply with the Administration, CMCA is requiring all employees paid directly from OHS funds to be fully vaccinated by December 10, 2021 for a 2-dose series or November 12, 2021 if receiving the Johnson & Johnson 1 dose vaccine. Fully vaccinated will be defined as receiving the required number of doses outlined by the manufacturer.

### Operational Procedure

- A form will be sent to employees requiring their identified choice for compliance.
  - The form will be uploaded to the agency's identified HR record-keeping system by November 5, 2021.
  - CMCA will treat any staff member who does not comply with the Vaccination Policy as having voluntarily resigned from their employment and their position will be vacated.
    - Vacated positions will be opened.
    - If the employee is resigning and in good standing, they may retain employment until their position is filled or **January 31, 2022**; whichever comes first.
      - CMCA reserves the right to make any resignation effective immediately.
    - Employees not in good standing will be treated as having voluntarily resigned, effective immediately, on December 10, 2021.
- In order to comply with the December 10, 2021 requirement, the employee must obtain their first dose, or Johnson & Johnson 1 dose series, no later than November 12, 2021.

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- Proof of vaccination must include the employee's full name, record of the vaccination, and date administered.
  - Proof must be uploaded into the agency's identified HR record-keeping system.
- Any staff hired after October 31, 2021 must present proof of vaccination progress prior to beginning employment.
  - If an employee is hired after October 31, 2021, they must show proof of 1<sup>st</sup> vaccination and be compliant with the December 10, 2021 requirement. If an employee received the Johnson & Johnson vaccination, only 1 dose is required.
  - All new staff vaccination records must be uploaded to the agency's HR record-keeping system.
- Volunteers and Visitors will not be allowed in the Head Start locations without showing proof of vaccination or exemption outlined in this policy and the individual must be masked.
  - Notwithstanding the above, parent/guardian will be required to wear a mask at pick-up and drop-off.
- Medical or Disability Exemptions will be considered.
  - Any request for medical or disability exemption will be considered with the following documentation:
    - Medical or disability Exemption for Vaccination Form
      - Signed by both the Staff member and Licensed Medical Physician.
      - Documentation must clearly outline the reason for the exemption such as, but not limited to:
        - The applicable CDC contradiction for the COVID-19 vaccine.
        - The applicable contradiction found in the manufacturer's package insert for the COVID-19 vaccine.

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- A statement that the physical condition of the person or medical circumstances relating to the person are such that immunizations is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstance that contradicts immunization with the COVID-19 vaccine.
- Exemption is only good for one (1) year or for the period of time outlined in the exemption documentation. The Staff member will be required to resubmit new exemption documentation after one (1) year.
- Exemptions must be turned in to HR for verification and approval.
- Staff member will be notified by HR if the medical or disability exemption is approved or denied.
  - Any approved medical or disability exempt staff member must wear a mask at all times.
  - The agency may deny an exemption if granting the exemption would result in an undue hardship on the agency as that term is defined under federal and state law and regulations.
- Religious Exemption will be considered.
  - The Staff member's request for a religious exemption must be supported by the Staff members sincerely held religious belief.
  - According to the U.S. Equal Employment Opportunity Commission (EEOC), an employer is not required to automatically accept the legitimacy of an employee's claimed religious objection and the employer may request supporting information.
    - Supporting information such as, but not limited to:
      - How COVID-19 vaccination conflicts with your sincerely held religious beliefs.
      - How your religious beliefs include objections to other vaccines or medicines.
      - Your history of past vaccinations.



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- Possible in-person interview.
    - Religious Exemption requests will be considered by a committee comprised of the Executive Director, Deputy Director, and Head Start Director.
- Approved Medical/Disability or Religious exempt employees are required to test weekly and wear a mask at all times.
  - The EEOC has determined that during the COVID-19 pandemic, because an individual with the virus will pose a direct threat to the health of others, employers may require testing.
  - The Staff member is responsible for any costs associated with the weekly testing.
    - Weekly testing causes “more than a de minimus cost or burden on the employer” under Title VII of the Civil Rights Act of 1964. The American with Disability Act (ADA) also has an undue hardship definition for employers of “significant difficulty or expense”. Weekly testing will cause “significant difficulty or expense”, meaning CMCA will not pay for any portion of the weekly testing as it causes undue hardship.
      - Free testing sites by State can be found at: <https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html>
  - Weekly testing must come from a medical provider or health clinic. At this time, no at-home testing will be accepted.
  - Weekly results must be uploaded to the agency’s identified HR record-keeping system.
    - A supervisor must verify the weekly test has been uploaded.
  - Employees are still expected to work assigned hour and not cause undue hardship for absences.
  - Weekly testing will begin the week of January 31, 2022
- COVID-19 exposure:
  - Fully vaccinated staff may continue to work unless they are showing one or more symptom associated with Covid-19, such as fever or chills, cough,

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shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

- Unvaccinated staff, including those who are not fully vaccinated, will be subject to quarantine.
  - The work from home option will be unavailable as the building is open for on-site work.
- After December 10, 2021, unless a directive is issued for a mask mandate, the staff that are fully vaccinated will no longer be required to wear a mask as per the COVID-19 Policy in the Employee Handbook.
- Universal masking is required for all individuals 2 years of age and older when:
  - Indoors in a setting where Head Start services are provided
  - Two or more individuals are in a vehicle owned, leased, or arranged by the Head Start Program
  - Outdoors if the activities involve sustained close contact with other people
- Any Staff member who is found to have submitted fraudulent documentation or otherwise engaged in dishonest conduct with respect to this Covid-19 Vaccination Policy will be subject to disciplinary action up to and including termination of employment.
- If further guidance is released from the Administration that is more stringent, the guidance will take effect immediately and this policy will be updated.