Parent Checklist for Child Care Programs COVID-19 Guidelines

What are the Hygiene, Cleaning & Disinfecting Policies & Procedures?
- Staff and children must wash hands:
  - Upon arrival
  - Between all program activities
  - After using the restroom or diapering
  - Before & after eating
  - Before departing
- Throughout the day clean/disinfect frequently touched surfaces (e.g. door handles, multi-seat strollers, toys, art supplies, areas where children eat)
- Regularly clean/disinfect equipment and toys using appropriate products
- Limit children from using toys that cannot be cleaned/sanitized (e.g. dress-up clothes, puppets).
- Practice appropriate hand hygiene by handwashing with soap, running warm water, and disposable paper towels; alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available/practical.

Does the Program Conduct Daily Health Checks/Screening for Children, Families, Employees and Visitors?
- Daily health checks (e.g. questionnaire, temperature check)
- Screen by asking about:
  - COVID-19 symptoms in the past 14 days
  - positive COVID-19 cases in the past 14 days
  - close or nearby contact with confirmed or suspected COVID-19 case in past 14 days
  - Any recent travel

What is the Program's Exclusion Criteria?
- Child or staff member should not attend or should be sent home with symptoms including:
  - Fever - 100° or higher
  - Cough
  - Sore throat
  - Muscle or body aches
  - Headache
  - Fatigue
  - Shortness of breath or difficulty breathing
  - Chills or repeated shaking with chills
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea, vomiting, or diarrhea
  - Responses based upon questionnaire

How are Children & Staff Monitored for Symptoms of Illness?
- o Staff & children must be monitored throughout the day for any symptoms of illness
- o A sick child or staff should be immediately sent home
- o Immediately notify the local health department about any positive test result by an employee or child
- o A plan should be shared with parents on what the program would do if they learn/or are informed that a staff member or child has COVID-19; this could include closing the classroom or program for 14 days.

How Does the Program Handle Physical Distancing?
- o Stagger arrival and pick-up times
- o When feasible, limit parents from entering the programs by staff welcoming the child at the door or bring the child out to the parent/guardian at the end of the day
- o Staff and children groupings must remain together and stay the same throughout the day. The group size must be no more than 15 children, we recommend 10 children.
- o Ensure that different stable groups of children do not utilize common spaces at the same time as another group
- o Staff must maintain a distance of at least 6 ft. at all times, unless safety of child requires a shorter distance (e.g. jointly responding to the needs of a child).

What Type of Protective Equipment Does the Program Use?
- o Face Coverings – children do not need to wear
- o Face Coverings – all adults (including parents) must wear any time they are not 6 ft. apart, and at all times when interacting with children, regardless of distance
- o Staff must be trained on how to put on, take off, clean, and discard masks & gloves
- o Discourage touching of shared surfaces or when in contact with shared objects or frequently touched areas, require staff to wear gloves or practice handwashing before and after contact.

Does the Program have a COVID-19 Safety Plan?
- o Programs must have a written safety plan outlining how it will prevent the spread of COVID-19
- o All staff must be trained and follow the guidelines/policies within the plan
- o The safety plan must be posted

Does the Program have Posted COVID-19 Facility Signs?
- o Program should post signs inside and outside to remind staff and visitors to follow:
  - ➢ Facility sign at entry with questions of when not to enter program
  - ➢ Proper hygiene
  - ➢ Social distancing rules
  - ➢ Appropriate use of PPE
  - ➢ Cleaning & disinfecting protocols
  - ➢ Signs and Symptoms of COVID-19