

## **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?**

- Staff & children must be monitored throughout the day for any symptoms of illness
- A sick child or staff should be immediately sent home
- Immediately notify the local health department about any positive test result by an employee or child
- 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?**

- Stagger arrival and pick-up times
- 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
- 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.
- Ensure that different stable groups of children do not utilize common spaces at the same time as another group
- 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?**

- Face Coverings – children do not need to wear
- 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
- Staff must be trained on how to put on, take off, clean, and discard masks & gloves
- 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?**

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

### **Does the Program have Posted COVID-19 Facility Signs?**

- 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