

COVID-19 | CHECKLIST FOR CHILD CARE ADMINISTRATORS

Steps to Prevent COVID-19

COMMUNICATION	N/A	COMPLETED	DATE	INITIALS
Post signs at entrance and exit regarding avoiding ill people, covering cough, minimizing non-essential activities in the community, and frequent handwashing.				
Educate on and reinforce steps everyone can take to protect themselves and prevent further spread to all parents, children, staff, and volunteers.				
Provide staff and family means to contact the facility for updates and concerns.				
EDUCATION AND PREPARATION				
Educate staff and families about: <ol style="list-style-type: none"> 1. Signs and symptoms of COVID-19 2. Hand hygiene 3. Reducing stigma 				
Review and update your emergency plan so that you can be best prepared for cases of COVID-19.				
PREVENTION				
Encourage all families to remain at home to care for their children if at all possible.				
Limit child care settings to 10 individuals per room to include staff.				
Restrict outside visitors and volunteers.				
Choose activities that encourage more physical space between children. Try increasing the amount of time spent outside. Stagger, or alternate, lunchtime and outdoor playtime to maintain 10 person maximum.				
If there is space, try to increase the distance between nap mats to six feet, if possible. If spacing is tight, remember to place children head-to-toe, or toe-to-toe.				
Babies need to be held, and adults love to hold them! Some tips to keep in mind when holding infants: <ul style="list-style-type: none"> • Use a blanket or cloth over your clothing, changing it out between holding infants and toddlers. • Try to avoid getting close to babies' faces when possible. • Place non-mobile infants on individual blankets rather than on one large blanket. Require staff and children to stay home when sick--if their temperature is equal to or greater than 100.4o F or if persistent cough is present. 				

COVID-19 | CHECKLIST FOR CHILD CARE ADMINISTRATORS

Steps to Prevent COVID-19 (Continued)

PREVENTION (Continued)	N/A	COMPLETED	DATE	INITIALS
Take temperatures and check symptoms for staff and children upon entry each day and ask if medications were used to lower the child's temperature and if there are any household members with COVID-19. Conduct regular health checks of staff and children to look for symptoms of sickness or fever. Separate symptomatic individuals until they are picked up from the facility. If forehead or disposable thermometers are not available, you can ask the caregiver to fill out and sign a form that reports their child's temperature as taken at home (or affirming the child does not have a fever) and any symptoms.				
Staff and children with symptoms should isolate themselves at home and not return to the facility until 3 days (72 hours) after their fever is gone (without fever-reducing medication) and symptoms get better AND 7 days after the start of symptoms.				
Increase how often you clean, rinse, and sanitize/disinfect your child care center.				
Clean and disinfect objects and surfaces that are frequently touched.				
Adjust the HVAC system to allow more fresh air to enter the program space.				
Establish and maintain hand hygiene stations stocked with either soap/water/towels or alcohol-based hand sanitizer with a concentration of at least 60% alcohol. These should be available outdoors as well.				



COVID-19 | CHECKLIST FOR CHILD CARE ADMINISTRATORS

Steps to Take When You Have a COVID-19 Case in Your Facility

COMMUNICATION	N/A	COMPLETED	DATE	INITIALS
Notify the local health department, 804-205-3501, of confirmed positive COVID-19 case(s).				
Meet with key staff, including teachers, janitors, and leadership to coordinate action.				
Notify families and staff of a confirmed/potential COVID-19 infection in the facility.				
Remember: do not tell families anything that can identify the individual who is or may be ill.				
If possible, notify anyone at your child care setting that had close interactions (within 6 feet for more than 10 minutes) with the person infected with COVID-19 when they had symptoms. Make sure anyone who did closely interact with the ill person stays home for 14 days and monitors themselves for symptoms.				
ACTIONS TO PREVENT FURTHER ILLNESS				
Per CDC guidelines the facility would need to close, 2-5 days, or longer if necessary, while your facility works with the local health department to determine how much the illness spread.				
Clean and disinfect the area. Wait as long as practical (preferably up to 24 hours) before beginning cleaning and disinfecting areas used by the person infected with COVID-19. This will help reduce the potential for exposure to respiratory droplets.				
Make sure staff and families understand that: <ul style="list-style-type: none">• Ill people should remain home until well• Those with COVID-19-like symptoms should isolate themselves and not return to the facility until 3 days (72 hours) after their fever is gone (without fever-reducing medication) and symptoms get better AND 7 days after the start of symptoms.				
ADDITIONAL RESOURCES TO SHARE WITH PARENTS				
Local food distribution sites are available to all children 0-18 years old. Text "FOOD" or "COMIDA" to 877-877 to find a feeding site near you.				

For more information and guidance see the following resources: [Virginia Department of Health](#), [Virginia Department of Social Services \(VDSS\)](#), and [CDC's Guidance for Schools and Childcare Programs](#).