

# COVID-19 General Checklist for Child Care Programs and Providers

July 17, 2020

This checklist is intended to help child care programs and providers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Child Care Programs and Providers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Planning

- Have plans in place to protect and support staff, children, and their family members who are at higher risk for severe illness.
- Establish plans for sharing information and guidelines with parents and caregivers in their preferred language.
- Training of staff and communication with families on the plan, including on sanitation, physical distancing, proper use, removal, and washing of face coverings, personal hygiene, screening practices, and COVID-19 specific exclusion criteria.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidelines](#), including investigating the COVID-19 illness and updating protocols to prevent further cases.



## Cleaning

- Introduce fresh outdoor air and use the air conditioning setting that brings in fresh air. Replace and check air filters and air filtration systems to ensure optimal air quality.
- Do thorough cleaning without children present and air out the space before children arrive.
- Frequently [clean and disinfect](#) all high-touch surfaces.
- Designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.
- Have multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day, or provide individually labeled bins with toys and belongings for each child.
- Clean and sanitize toys that may be put in a child's mouth. Remove toys from the classroom that are difficult to clean or carefully monitor use by individual children only.
- Provide and ensure workers use PPE, such as eye protection and gloves.

- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH [asthma-safer cleaning methods](#), and as required by the Healthy Schools Act (child care centers only).
- Keep all products out of children's reach.



## Hygiene

- Implement and enforce strict [handwashing guidelines](#) for all staff and children.
- Reinforce healthy habits and monitor proper handwashing during bathroom time.
- Teach children to [avoid contact with eyes, nose, and mouth](#), and proper nose wiping and [cough/sneeze](#) etiquette.
- Discontinue brushing teeth during class.
- Label and keep children's personal items in separate bags.
- Send home personal toys and blankets with the family daily or washed daily by the provider.
- Use washable bedding. Keep each child's bedding separate, and store in individually labeled containers. Label cots and mats for each child. Clean bedding weekly if it touches a child's skin, or before use by another child.



## Arrival Procedures

- Ask parents/caregivers who are entering the classroom to wash their hands and assist in washing their children's hands before dropping off, prior to picking up, and as soon as they get home.
- Ask parents/caregivers to meet at the facility entryway to pick up or drop off children, and to be as brief as possible.
- If parents/caregivers must enter, ask them to enter and exit the room one person at a time to allow for social/physical distancing.
- Ask parents/caregivers to bring their own pens when signing children in and out. Otherwise, collect pens immediately after each use for cleaning, and provide a sanitized pen.
- Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.
- Reduce contact between children and adults.
- Encourage the same parents/caregivers to pick up and drop off their child every day.
- Consider staggering arrival and drop-off times.
- Consider designating a staff member from each class to escort children in or out of the facility, if parent/caregiver is comfortable with it, and signing children in and out.



## Health Screening

- ❑ Symptom screenings and/or temperature checks for all staff and children before they enter the facility.
- ❑ Have workers stay home if they are exhibiting [symptoms of COVID-19](#) or if anyone in their home has had COVID-19 symptoms or a positive test.
- ❑ Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of possible cases while maintaining confidentiality.
- ❑ Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- ❑ Take children's temperatures with a no-touch thermometer. If a thermometer requiring a touch-method is the only type available, use only if a fever is suspected. Properly clean and disinfect thermometers after each use.
- ❑ Monitor staff and children throughout the day for signs or illness. Send children home with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms after isolating from the general room population and notify parents.
- ❑ Exclude children, parents, caregivers and staff who show symptoms of COVID-19. Do not exclude children with a history of allergies if their symptoms are related to those.
- ❑ Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
- ❑ Advise sick staff members and children not to return until they met CDC criteria to discontinue home isolation.



## Group Size and Staffing

- ❑ Keep children in groups as small as possible. Follow the local health ordinance if that is stricter.
- ❑ Keep the same children and teacher/staff with each group and include children from the same family in the same group.



## Classroom Space/Physical Distancing

- ❑ Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible.
- ❑ For napping, place cots, cribs, and mats 6 feet apart, with heads in opposite directions.
- ❑ Bring children outside as much as possible, while maintaining physical distancing.
- ❑ Offer more opportunities for individual play.
- ❑ Plan activities that do not require close physical contact between multiple children.
- ❑ Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- ❑ Clean and disinfect all outdoor play equipment between uses by different groups of children.

- Develop spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand.



## Meal Times

- Utilize more tables to spread children out or use name cards to ensure adequate spacing of children.
- Practice proper handwashing before and after eating. Use paper goods and disposable plastic utensils when possible.
- Do not allow children or staff to share or touch each other's food.
- Immediately clean and disinfect trays and tables after meals. Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.
- Provide meals in individual portions and wear gloves to deliver them.
- Implement outdoor meal times if space and weather allow.

