

Checklist for Child Care Administrators: Steps to Prevent COVID-19

| Task | N/A | Completed | Date | Initials |
|---|-----|-----------|------|----------|
| Communication | | | | |
| Post signs at entrance and exit regarding avoiding ill people, covering cough, minimizing non-essential activities in the community, and frequent handwashing. | | | | |
| Stay in regular communication with all parents, children, staff, and volunteers about steps everyone can take to protect themselves and prevent further spread. | | | | |
| Provide staff and family means to contact 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 | | | | |
| Ask parents to check their children’s temperature and ask staff to check their own temperature daily before coming to child care. | | | | |
| Child care staff must take children’s temperatures upon arrival and, if symptoms develop, throughout the day. | | | | |
| If the temperature is equal to or greater than 100.4°F or if cough is present, advise parents to keep their child at home and ask staff members to stay at home. | | | | |
| Staff and children with symptoms should isolate themselves and not return to the facility until 3 days (72 hours) after their fever is gone (without fever-reducing medications) and initial symptoms have improved and 7 days after symptom onset. | | | | |
| Establish daily process for identifying and sending home children and staff who become sick (for example, determine where child will wait for parent, who will take child to meet parent). | | | | |
| Choose activities that encourage more physical space between children. | | | | |
| Increase how often you clean, rinse, and sanitize/disinfect your child care center. | | | | |
| Use the 3-Step Method to 1. Clean 2. Rinse and 3. Sanitize/Disinfect the entire facility with EPA-registered household disinfectants. Products other than bleach should be approved by licensor before use. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here . | | | | |
| 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. | | | | |

Checklist for Child Care Administrators: Steps to Take When You Have a COVID-19 Case in Your Facility

| Task | N/A | Completed | Date | Initials |
|---|-----|-----------|------|----------|
| Communication | | | | |
| Notify facility administration of COVID 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 6ft 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 | | | | |
| Consider closing temporarily. Use this time to clean/disinfect and to determine how much the illness spread. Refer to the document, "Guidance for Child Care Administrators: What To Do When You Have a Positive COVID-19 Case In Your Community." | | | | |
| 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 ill people should remain home until well and those with COVID-19-like symptoms should isolate themselves until 7 days after symptom onset OR 72 hours after their fever is gone and initial symptoms have improved, whichever is longer. | | | | |
| Continued Service | | | | |
| Ensure that meal programs continue when possible and consider ways to distribute food to students. Consider options such as bagged lunches or meal delivery. | | | | |
| If your child care program focuses on serving children with special healthcare needs, consider how you can continue providing necessary services. Work with the state <i>Title V Children and Youth with Special Health Care Needs (CYSHCN) Program</i> . | | | | |

You may find that there are differences in the guidance issued by local, state, and national entities. King County is currently more heavily impacted by COVID-19 than many other regions throughout the state and country. Public Health—Seattle & King County's guidance reflects our commitment to protecting the health and safety of our residents in light of our unique local circumstances.