



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

Task (WA DOH guidance)	Completed	Date	Initials
Plan and Communicate			
Post signs at entrance and exit <ul style="list-style-type: none"> • Whatcom County: Precautions for Coronavirus • CDC: Stop the Spread of Germs 			
Create a plan for regular communication with all parents, children, staff, and volunteers about: <ul style="list-style-type: none"> • COVID-19 and steps everyone can take to protect themselves and prevent further spread. • Possibility of closures. • Additional resources, such as Whatcom County Health Department. 			
Provide staff and families a means to contact the facility for updates and concerns. Assure that families have provided current emergency contact information.			
Review and update your emergency plan so that you can be best prepared for cases of COVID-19.			
Notes:			
Monitor Children and Staff Health			
Do not allow children, staff, guardians on site if they: <ul style="list-style-type: none"> • Are showing symptoms of COVID-19. • Have been in close contact* with someone who has confirmed or suspected COVID-19 in the past 14 days. *Health Care Providers and First Responders who wore proper PPE are OK. • Are considered high risk due to health condition. • People at high risk (age 65 or older, pregnant, certain health conditions) should consult a Health Care Provider and consider not providing child care. 			
Develop a plan for drop off and pick up.			



<ul style="list-style-type: none"> • Encourage families to have the same person drop off and pick up the child each day. • Stagger arrivals and assure 6 feet of social distancing between families. • Have the parent bring own pen and also perform hand hygiene before signing in and out. 			
<p>Screen children and look for signs of being sick.</p> <ul style="list-style-type: none"> • Use the social distancing screening method (parent takes the child's temperature at home or at the center at least 6 ft away) OR barrier method (stand behind a glass or plastic barrier and reach around to take temp). • Ask the parent: <ul style="list-style-type: none"> ○ If the child has any of these symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. ○ If any medication has been given. ○ If anyone in the household has symptoms. ○ If the child has been in close contact with anyone with COVID-19. 			
<p>Have staff perform a Daily Screening before coming to work. Consider having staff email answers to questions before they arrive.</p>			
<p>Establish a plan for identifying, isolating, and sending home children and staff who become sick while at the center.</p> <ul style="list-style-type: none"> • Place the person away from others until they can leave the center. • Staff and children with symptoms should isolate themselves and not return to the center until at least 24 hours after their fever is gone (without fever-reducing medication) and symptoms get better AND at least 10 days after the start of symptoms. 			
<p>Notes:</p>			
<p>Prevention</p>			
<p>Continue current handwashing and other hygiene practices per child care licensing rules.</p>			
<p>Develop a plan for social distancing.</p> <ul style="list-style-type: none"> • Choose activities that encourage more physical space between 			



<p>children.</p> <ul style="list-style-type: none"> • Reduce group sizes to no more than 10 people total. • Keep children in the same groups all day. • Limit the mixing of children and adults from different groups. Do not bring groups together. • Stagger meal and snack times to avoid larger groups of children. • Stop family style meals and teeth brushing at this time. • Increase space between cribs and mats if possible. • Increase outdoor time. Stagger outdoor time and/or maintain 6 feet of distance between child groups. • Do not use play structures such as climbers or slides. 			
<p>Review cleaning, sanitizing, and disinfection procedure with staff.</p> <ul style="list-style-type: none"> • Follow current licensing guidance but increase how often you clean and disinfect. • If not using bleach, assure disinfectant is registered by the EPA for use against the novel coronavirus. • If using bleach, CDC advises 4tsp per 1 quart of water (1000ppm) to disinfect. This is a higher strength than the DOH bleach guide. (Suggestion would be to use this concentration to disinfect high touch surfaces and for end of night disinfection.) • See current CDC guidance for more cleaning and disinfecting information. 			
<p>Implement additional prevention strategies such as:</p> <ul style="list-style-type: none"> • Adjust HVAC system or open windows to allow for more fresh air to enter the space. • Limit item sharing. • Remove items that cannot be easily cleaned and disinfected like stuffed animals and playdough. • Wear a smock when working with infants and toddlers. 			
<p>Notes:</p>			
<p>Cloth Face Coverings</p>			
<p>Develop a plan for cloth face coverings that aligns with the statewide mask order. See page 8 of DOH's child care guidelines for mask wearing</p>			



<p>information specific to child care settings. Staff members must wear a face covering unless working alone. Children age five and older must also wear them within the child care. Children ages two to four years may wear them. Face coverings should not be worn by:</p> <ul style="list-style-type: none"> • Children under age two. • Anyone with a disability that prevents them from comfortably wearing or removing the face covering. • Anyone with a medical condition that causes trouble breathing. • Anyone who is deaf or hard of hearing and who uses facial movements as part of communication. <p>Please keep the following in mind:</p> <ul style="list-style-type: none"> • Children may wear a face shield as an alternative face covering. • Social distancing must still be followed even when using face coverings. • Younger children will need close supervision while they adjust to wearing a mask and learning how to take them on and off. • Children may remove their face coverings to eat and drink, and while participating in outdoor activities. • Cloth face coverings should be washed with soap and dried between uses. 			
<p>Notes:</p>			
<p>Connect</p>			
<p>Consult with WCHD Public Health Nurses* and your DCYF Licensor:</p> <ul style="list-style-type: none"> • On specific site considerations and other infection prevention practices that can be put in place at center. • If you have a confirmed or suspected case at your center to plan for next steps. <p>*Whatcom County Health Department Communicable Disease PHNs 360-778-6100</p>			
<p>Stay Current</p>			
<p>Periodically check DOH and CDC guidance for updates.</p>			
<p>Follow WCHD and whatcomcovid.com for local information.</p>			
<p>Additional Notes</p>			



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