

Sample Daily COVID-19 Health Checklist Child Care and School Age Camps/Care

June 2020

This is a sample daily checklist for child care and school age camps/care for COVID related health guidelines.

Task	Complete	Initials
PRIOR TO CHILD ARRIVAL - GENERAL		
Ensure all important signage is intact and clearly visible at designated points of entrance/exit. Signage must clearly indicate that no one may enter if they have symptoms of respiratory illness. Ensure all other entryways are locked.		
Make fresh bleach/water mixture for each classroom and for the entrance, if applicable,		
Wipe down all door handles, and light switches used in primary care spaces using a disinfectant that contains 60% alcohol or bleach/water solution. Sanitize all hard surfaces. Disinfect frequently touched items including classroom phones, keyboards, 2-way radios, sinks, toilets, and faucets.		
Check all phone lines, email, and any other communication tools used for daily information sharing for messages regarding child, family, or staff illnesses since the prior day: <ul style="list-style-type: none"> Follow up with any illness related calls and document the details shared. If someone has become quarantined, note the earliest date they are able to return. It is recommended to chart absenteeism as it relates to illness, in particular respiratory issues. 		
Ensure daily cleaning supplies and PPE equipment is refilled and accessible to staff in their program spaces. <ul style="list-style-type: none"> Note any supplies that are in lower quantities and in need of purchasing. Allow extra time to secure additional items. 		
ARRIVAL OF STAFF (IF APPLICABLE)		
Health check (screening and temp check) on all staff (Registered Home provider should screen self and household members) <ul style="list-style-type: none"> Staff with symptoms and/or temperatures higher than 100.4 should be sent home FCCPs should close if you or a household member has symptoms and/or temperatures higher than 100.4. 		
Ensure staff have access to PPE and are wearing facial coverings <ul style="list-style-type: none"> Staff should only work in their assigned classroom space 		
Have staff place personal items in a designated spot at least 6 feet away from others' personal items. <ul style="list-style-type: none"> Encourage staff to wear over-large button-down, long sleeved shirts or bring an extra change of clothing to keep on site for clothing that might become soiled. Remember to wash hands between facial covering changes 		
Communicate important updates around child illness in each classroom. Review program plans for the day to ensure each classroom is isolated in their daily plans and movements around the building.		
Review support staff plans for the day to ensure staff breaks, lunches, and/or planning time is in isolated locations with limited additional adults accessing the classroom space.		

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ARRIVAL OF CHILDREN		
Children who wear facial coverings should put them on if they haven't already.		
Prepare for child arrival by wearing PPE. <ul style="list-style-type: none"> Consider staggering arrival and drop off times and/or plan to limit direct contact with parents and designated persons 		
Designate one staff to oversee welcoming children at the program entrance, ensure proper PPE		
Health check (screening and temp check) on all children <ul style="list-style-type: none"> Children with symptoms and/or temperatures higher than 100.4, or are ill should be sent home Document injuries as required in the daily health check childcare regulation 		
Sinks/hand washing stations should be set up at each entrance being used or have a system established for how children will wash their hands after their health check has been completed.		
After the child's health check has been completed, the child should place all essential items from home in their designated cubby and wash their hands with soap and water.		
If a child is found with symptoms and the staff person at the entrance has touched the child, the staff person should change gloves, clothes (e.g. over-large button-down, long sleeved shirt) or any other PPE that have been in contact with the ill child prior to continuing work.		
REGULAR HANDWASHING AND CLEANING/DISINFECTING		
All children, staff, and contracted service providers should engage in hand hygiene at the following times: <ul style="list-style-type: none"> Arrival to the facility or FCCH After staff breaks Before and after diapering Before and after preparing food or drinks Before and after handling raw meat Before and after assisting with face coverings Before and after eating or handling food, or feeding children Before and after administering medication or medical ointment Before and after caring for a child who is injured or may be sick After using the toilet or helping a child use the bathroom After coming in contact with bodily fluid After handling animals or cleaning up animal waste After playing outdoors After playing with sand and sensory play After handling garbage After cleaning 		

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<p>Clean and disinfect frequently touched objects and surfaces every day, such as:</p> <ul style="list-style-type: none"> • Countertops • Drinking fountains • Frequently used equipment including electronic devices • Door handles, cabinet handles and handrails • Playground equipment to the best of your ability <p>At a minimum, common spaces, such as kitchen or cafeterias, and frequently touched surfaces and doors should be cleaned and disinfected at the beginning, middle and end of each day.</p> <p>After each use, clean the following items</p> <ul style="list-style-type: none"> • Countertops • Food preparation appliances • Plastic mouthed toys • Changing tables • Cribs, cots, mats, and bedding (when used by different children) <p>Clean pacifiers when they touch another surface</p> <p>Clean uncarpeted floors every day</p> <p>Before and after each use, sanitize the following items</p> <ul style="list-style-type: none"> • Food preparation surfaces • Dining tables and highchair trays • Non-flushing potty chairs <p>After each use, sanitize eating utensils and dishes</p> <p>At the end of each day, sanitize</p> <ul style="list-style-type: none"> • Food preparation appliances • Plastic mouthed toys • Pacifiers 		
<p>Bathroom cleaning</p> <ul style="list-style-type: none"> • If a bathroom is used by more than one group, clean the bathroom sink areas including faucets, countertops, paper towel dispensers after each group finishes. • If a bathroom is being used by one group all day, clean and disinfect the sink areas including faucets, countertops, and paper towel dispensers at the beginning, middle and end of each day. • At the end of each day, toilets and toilet learning equipment, and diaper pails need to be disinfected. 		
CHILD PICK UP		
<p>Designated staff will:</p> <ul style="list-style-type: none"> • Have the child wash their hands with soap and water • Sign the child out on attendance <p>Gather the child's belongings and walk them to the designated pick up location.</p> <p><i>Note: Parents and others picking up children should not be prevented from entering the classroom/FCCH, as long as they are wearing a facial covering and have no symptoms or illness.</i></p>		

Health Resource for Childcare, Summer, or Afterschool Programs

The Vermont Department of Health has public health nurses available to childcare or summer program providers to answer their health-related childcare or summer questions from 8:00 AM to 3:00 PM Monday through Friday. Call: **802-863-7240**, select the option for “**Childcare and Summer Programs**”. After hours there will be a childcare and summer question mailbox to leave a message and Health staff will return your call the following business day.

Guidance Documents

- Vermont Department of Health guidance for childcare, summer, and afterschool programs: healthvermont.gov/response/coronavirus-covid-19/schools-and-child-care-programs
- Vermont Occupational Safety and Health Administration: labor.vermont.gov/VOSHA
- Vermont Agency of Commerce and Community Development: accd.vermont.gov/
- CDC Childcare Decision Making Tree: cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Childcare-Decision-Tree.pdf
- CDC Camp Decision Making Tree: cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf
- Child Care Licensing Frequently Asked Questions: <https://dcf.vermont.gov/cdd/covid-19/cc-programs/licensing>