

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

Task	Complete	Initials
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.		
Check supplies, and reorder/restock any needed cleaning or other supplies.		
STAFF ITEMS		
Used staff personal items or extra clothing is brought home and washed		
Update communication plans and communicate any health guideline changes with staff.		
Review support staff plans for the week to ensure staff breaks, lunches, and/or planning time is in isolated locations with limited additional adults accessing the classroom space.		
Task	Complete	Initials
ROOM DESIGN		
Increase the distance between children during table work (ideally, at least 6 feet apart)		
Plan activities that do not require close physical contact between multiple children.		
Toys that cannot be cleaned and sanitized should not be used, including items such as soft toys, dress-up clothes, and puppets.		
MEALS		
Determine if children will bring food/beverages into program or if these will be prepared onsite. If bringing from home, disposable items are recommended. If preparing onsite, meal preparation and staff protection measures should be followed. It is not recommended to serve meals family style. Programs with sufficient space should seat children 6 feet apart.		
OUTSIDE/ACTIVE PLAY		
<ul style="list-style-type: none"> • If utilizing an outdoor or indoor play space, group times should be staggered. • No large group activities. • Physical distancing practices should be in place which means different groups of children must not have contact with one another. 		
NAP TIME		
<ul style="list-style-type: none"> • Cots or mats should be placed head-to-toe • Programs with sufficient space should place children 6 feet apart. • Ensure there is a clean place for children to store facial coverings while sleeping, children must not wear coverings while sleeping 		

Task	Complete	Initials
CLEANING, DISINFECTING AND SANITIZING		
Clean cribs, cots, mats and bedding every week (when used by the same child all week, or daily if not)		

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.

Signage

- Required front door signage: Let’s Grow Kids at <https://bit.ly/LGKEntryWayHealthCheckPoster>

Posters

- Handwashing Posters
 - Vermont Department of Health: healthvermont.gov/response/coronavirus-covid-19/resources
 - CDC: [cdc.gov/handwashing/posters.html](https://www.cdc.gov/handwashing/posters.html)
- Social Distancing: healthvermont.gov/sites/default/files/documents/pdf/COVID-social-distancing-poster-ltr.pdf

Informational Sheets

- General information, Prevention, When Someone is Sick: Vermont Department of Health: healthvermont.gov/response/coronavirus-covid-19/resources
- Disinfectant information for families: [healthychildren.org/English/tips-tools/ask-the-pediatrician/Pages/Can-household-disinfectants-be-used-to-treat-COVID-19.aspx](https://www.healthychildren.org/English/tips-tools/ask-the-pediatrician/Pages/Can-household-disinfectants-be-used-to-treat-COVID-19.aspx)
- How to Safely Wear and Take Off a Cloth Face Covering: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
- Cloth facial coverings: healthvermont.gov/sites/default/files/documents/pdf/COVID-19-VDH-mask-guidance.pdf
- Fact sheet for families on [What Parents Can Expect from Child Care and School Age Camps and Care](#)

Guidance Documents

- Vermont Department of Health guidance for childcare and summer 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>

Resources for Families

- Vermont Department of Health: healthvermont.gov/covid
- Let's Grow Kids: letsgrowkids.org/coronavirus
- Child Care Aware: info.childcareaware.org/coronavirus-hub/families
- Healthy Children/AAP Parenting Website: healthychildren.org/