

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

Task	N/A	Completed	Date	Initials
<b>Communication</b>				
Post signs at entrance and exit regarding physical distancing, covering cough, minimizing non-essential activities in the community, and frequent handwashing.				
Stay in regular communication with all parents, children, staff, and volunteers about <a href="#">steps everyone can take to protect themselves and prevent further spread</a> . (CDC)				
Provide staff and family a way to communicate with facility, receive information and updates, and voice concerns.				
<b>Education and Preparation</b>				
Educate staff and families about: <ul style="list-style-type: none"> <li>• Signs and symptoms of COVID-19</li> <li>• Hand hygiene and covering coughs and sneezes</li> <li>• Cloth face covers</li> <li>• Reducing stigma</li> </ul> Find information <a href="#">here</a> (CDC)				
Review and update your emergency plan so that you can be best prepared for cases of COVID-19.				
Make plans to maintain same group of children and staff from day to day.				
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).				
Have <a href="#">Symptom Logs</a> printed to help monitor absences or children who develop symptoms while in care.				
Review Emergency Care Plans for children with chronic illnesses (asthma, allergies, etc.) so all staff is aware.				
Educate staff about <a href="#">cleaning schedule</a> , and identify items and areas that will need more frequent sanitization/disinfecting in your facility. See " <a href="#">Disinfecting Your Facility</a> " (CDC) for changes in cleaning routines during the pandemic, including bleach solutions and labels.				
Choose activities that encourage more physical space between children.				
Staff and all children ages 5 years and older must wear a face covering unless medically directed not to. Children ages 2 through 4 are strongly encouraged to wear a face covering within the facility. Face coverings should NOT be put on babies and children under age two.				
Review <a href="#">CDC guidelines for "Screen children upon arrival"</a> and decide which example of recommended arrival health screening your child care program will implement.				
Have enough thermometers available for parents and screeners at each entry point				

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<b>Prevention</b>				
<b>Pre-arrival</b>				
<ul style="list-style-type: none"> <li>All staff and children should follow the <a href="#">Keep Me Home If</a> exclusion guidelines.</li> <li>A child or staff with a cough, shortness of breath, temperature of 100.4°F/38°C or higher, chills, congestion or runny nose, headache, muscle pain or body aches, sore throat, fatigue, nausea or vomiting, diarrhea, new loss of taste or smell, or other signs of <b>new</b> illness unrelated to a preexisting condition (such as seasonal allergies) should remain at home. For the most up-to-date COVID-19 symptom list see the <a href="#">Centers for Disease Control and Prevention</a>.</li> </ul>				
Ask parents/guardians to take their child's temperature before coming to the child care.				
Ask staff to check their own temperature daily before coming to the facility.				
Upon arrival, stand at least 6 feet away from the parent/guardian and child (if you cannot maintain a distance of 6 feet, <a href="#">wear personal protective equipment (PPE) as advised by the CDC</a> ) to do the following:				
Ask parents/guardians if they took the child's temperature prior to arrival. <ul style="list-style-type: none"> <li><b>If temperature <u>was</u> taken at home</b>, document temperature parent reports.</li> </ul>				
<ul style="list-style-type: none"> <li><b>If temperature <u>was not</u> taken at home</b>, ask the parent/guardian to take their child's temperature upon arrival using the thermometer guidance below (staff maintain distance of 6ft from while parent/guardian is doing so).</li> </ul>				
Ask all parents/guardians the following questions and document answers: <ul style="list-style-type: none"> <li>Does your child have any of the following symptoms?               <ul style="list-style-type: none"> <li>cough</li> <li>shortness of breath</li> <li>temperature of 100.4°F/38°C or higher</li> <li>congestion or runny nose</li> <li>headache</li> <li>muscle pain or body aches or chills</li> <li>sore throat</li> <li>fatigue</li> <li>nausea, vomiting, or diarrhea</li> <li>new loss of taste or smell</li> <li>or other signs of <b>new</b> illness unrelated to a preexisting condition (such as seasonal allergies)</li> </ul> </li> <li>Has your child been in close contact with anyone with a confirmed case of COVID-19?</li> <li>Has your child had any medication to reduce a fever before coming to care?</li> <li>Has your child received a positive COVID-19 test result (for active virus) in the past 10 days?</li> </ul>				

<ul style="list-style-type: none"> <li>• Within the past 14 days, has a public health or medical professional told you to monitor, isolate, or quarantine your child because of concerns about COVID-19 infection?</li> </ul> <p>If the answer is “yes” to any of the above questions, the child cannot attend.</p>				
<b>Task</b>	<b>N/A</b>	<b>Completed</b>	<b>Date</b>	<b>Initials</b>
<b>Throughout the day</b>				
Visually inspect child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.				
Child care staff must take children’s temperatures if symptoms develop during the day.				
Staff must take their own temperature if symptoms develop during the day.				
<p><b>Follow the guidelines in the <a href="#">thermometer handout</a> if staff need to take a temperature, including:</b></p> <ul style="list-style-type: none"> <li>• Use no-contact thermometers, if available, that can read a child’s temperature from a distance.</li> <li>• Gloving/hand-washing/hand-sanitizing practices are not required if no-contact thermometers are used.</li> </ul>				
If using a thermometer that requires direct contact, such as a digital thermometer or forehead scan thermometer, use gloves if available. It is acceptable to wash hands with soap and water or use hand-sanitizer prior to taking each child’s temperature as an alternative to gloves. Use disposable covers if using a digital thermometer each time a temperature is taken. Thermometer must be disinfected between uses (unless it is a no-contact thermometer).				
Increase how often you <a href="#">clean, rinse, and sanitize/disinfect</a> your facility using the 3-Step Method to 1. Clean 2. Rinse and 3. Sanitize/Disinfect. Reference <a href="#">Cleaning and Disinfecting during COVID-19 document</a> .				
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 <a href="#">here</a> .				
Establish and maintain hand hygiene stations stocked with either soap/water/paper towels or alcohol-based hand sanitizer (at least 60% alcohol). These should be available outdoors as well.				

*Dallas County HHS’s guidance reflects our commitment to protecting the health and safety of our residents in local circumstances. You may find that there are differences in the guidance issued by local, state, and national agencies.*