

## 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>				
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 resources at <a href="http://www.kingcounty.gov/covid">www.kingcounty.gov/covid</a>				
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, including a separate classroom or group for the children of health care workers, first responders, other essential workers.				
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="#">Illness 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.				
Choose activities that encourage more physical space between children.				
When feasible, staff members and older children should <a href="#">wear cloth face coverings</a> within the facility. Cloth 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>				
A child or staff with a temperature of 100.4°F or higher, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell or other signs of <i>new</i> illness unrelated to a preexisting condition (such as seasonal allergies) should remain at home. To learn more about COVID-19 symptoms, visit the <a href="#">Centers for Disease Control and Prevention</a> . All staff and children should follow the <a href="#">Keep Me Home If</a> WAC illness guidelines.				
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>, ask the parent/guardian to confirm that the child does not have fever, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell or signs of new illness.</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). Ask the parent/guardian to confirm that the child does not have fever, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell or signs of new illness.</li> </ul>				
<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.				
<b>Follow the guidelines below if staff need to take a temperature:</b> <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).				

Task	N/A	Completed	Date	Initials
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.				
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/towels or alcohol-based hand sanitizer with a concentration of at least 60% alcohol. These should be available outdoors as well.				

*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.*

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

Task	N/A	Completed	Date	Initials
<b>Illness Response</b>				
<b>If child or staff develop symptoms while at child care</b>				
All Keep Me Home If WAC exclusion guidelines should be adhered to.				
If child or staff becomes symptomatic with temperature of 100.4°F or higher, cough, rapid breathing or difficulty breathing (without recent physical activity), chills, muscle pain, sore throat, new loss of taste or smell, fatigue, extreme fussiness OR other signs of <i>new</i> illness unrelated to a preexisting condition (such as seasonal allergies) follow the steps below:				
<b>Complete <a href="#">Illness Log</a> for individuals with symptoms.</b>				
<b>For sick child</b>				
Have designated staff member care for and supervise the sick child while awaiting the parent/caregiver's arrival.				
Separate the sick child from other children and staff. If possible, isolate the child in an unoccupied room while waiting for the parent/caregiver to pick the child up.				
If possible, move all other children out of the classroom where the sick child spent time into an unoccupied room. Close off all areas used by the sick child to prevent re-entry.				
If masks are available (otherwise use cloth face coverings), and the sick/symptomatic child is willing/able to wear one, ask the designated staff member to assist with placing it on the child properly. If the child is unable or too young (less than two years) to wear a face covering, ask the designated staff member to wear a face covering while caring for the child.				
Notify the child's parent/caregiver. Kindly request that the child be picked up as soon as possible.				
When the parent/caregiver arrives, the designated staff member should escort the child to the facility entrance.				
<b>For sick staff</b>				
Separate the sick staff person from children and other staff and send sick staff person home. Advise them to call their healthcare provider.				
If masks are available (otherwise use cloth face covering), ask the staff member to wear one while they are still in the facility awaiting pick up, or if they will be using public transportation to return home.				
If possible, isolate the staff person in an unoccupied room if they are waiting to be picked up.				
<b>Cleaning and disinfecting after sick person leaves</b>				
Designated staff person who cared for the sick child should: <ol style="list-style-type: none"> <li>1. remove face covering and either dispose of in a plastic-lined garbage can or place in a sealed bag for laundering.</li> <li>2. change their clothes, and bag and seal clothes to be laundered.</li> </ol>				

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Any cloth items used by the sick child such as a blanket, napping sheet, and toys should be placed in a sealed bag and laundered.				
Any rooms the sick person spent time in should be cleaned and disinfected. Open windows and doors to the outdoors to increase air circulation in these areas. If possible, wait 24 hours or as long as practical after the sick child was in a space before beginning to clean and disinfect. <ul style="list-style-type: none"> <li>Isolation room: Clean per CDC <a href="#">guidelines</a>.</li> <li>Classroom with children present: Follow <a href="#">general cleaning guidelines</a> until end of day, and clean per <a href="#">CDC guidelines</a> after children leave for the day.</li> <li>Classroom with no children present: Follow <a href="#">CDC guidelines</a>.</li> </ul>				
*To learn more about COVID-19 symptoms, visit the <a href="#">Centers for Disease Control and Prevention</a> .  For more information: <a href="#">Guidance for child care administrators: What to do when you have a confirmed COVID-19 case in your facility</a>				
<b>Communication</b>				
<b>Complete <a href="#">Illness Log</a> for individuals with symptoms.</b>				
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 or suspected COVID-19 infection in the facility. See <a href="#">COVID-19 Fact Sheet for Families</a> .				
Remember: do not tell families anything that can identify the individual who is or may be sick.				
Please report to <b>King County Coronavirus Call Center: (206) 477-3977, identifying yourself as a child care program</b> , if: <ul style="list-style-type: none"> <li><b>You have a single, mild case</b></li> <li>You are considering brief 2-5 day closure or a longer 14-day closure</li> <li>You see a group of children or staff (i.e. a cluster) with suspected or confirmed COVID-19 infections in your childcare; OR</li> <li>Staff, children, or volunteers become severely sick with suspected or confirmed COVID-19 infections or undiagnosed respiratory illness (requiring hospitalization or causing death).</li> </ul>				
Notify your licenser of a suspected or positive case.				
If you serve children of essential workers AND you decide to remain open when there is a suspected or confirmed case:				
Refer to " <a href="#">Guidance for Administrators: What to do when you have a suspected or confirmed case in your facility</a> "				
If you decide to close for a period of time:				
Refer to " <a href="#">Guidance for Administrators: What to do when you have a suspected or confirmed case in your facility</a> "				

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